

Hollingsworth East Elementary School

www.eaton.k12.oh.us

506 Aukerman Street
Eaton, Ohio 45320
(937) 456-5173

School Hours: 8:45 a.m. – 3:15 p.m.
Transportation Department: (937) 456-4330

2022-2023 STUDENT / PARENT HANDBOOK



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WELCOME TOGETHER WE CAN SOAR!

August 1, 2022

Dear Parents and Students,

Welcome to the 2022-2023 school year at Hollingsworth East Elementary School! We are very happy to have your family be a part of our large school family. To assist in your child's school experience, this guide provides information concerning the policies and procedures for our district and school. We encourage you to read it carefully and refer to the handbook when you have a question.

Parents, students, and teachers have a joint responsibility at Hollingsworth East Elementary School. By working together we all strive to provide the best educational experience for your child. This handbook is the first step towards this goal.

We appreciate your support and are looking forward to a successful and fun school year.

It's great to be an East Elementary Eagle!

I. GENERAL INFORMATION

STATEMENT OF PHILOSOPHY

The Eaton Community School District shall establish high expectations for all students and staff. To achieve this goal, educators of the highest caliber will be sought to provide quality instruction to enable the District’s students to reach their potential in basic skills, knowledge, responsibility, respect, values of a democratic society, and independent and critical thinking. Professional growth shall be encouraged in order to facilitate these expectations. All efforts will be accomplished in an atmosphere of mutual respect that fosters self-worth and develops a cooperative relationship among parents/guardians, community, and the school.

VISION/MISSION STATEMENT

- VISION:** Hollingsworth East Elementary is a school where all children achieve in a safe environment with opportunities for successful learning.
- STAFF MISSION:** Hollingsworth East Elementary will provide for all children:
- Safe School Environment
 - Opportunities for Successful Learning
 - Academic Content Standards Curriculum
 - Respectful and Responsible Environment
- STUDENT MISSION:** Safe School with
- Opportunities for all children to
 - Always learn while being
 - Respectful and Responsible

THE EAGLE RESPECT CODE

We believe that every person has the right to learn and work in a comfortable environment. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating others as we want to be treated.
2. Not using put-downs and ridicule that negatively affect a person's self-esteem.
3. Accepting others' responses as ideas with open minds and polite attention.
4. Practicing common courtesy and friendliness at all times.
5. Being cooperative, attentive and supportive in class, in the halls, and at school functions.
6. Being supportive of one another in our efforts to be the best in academics, activities, and personal goals.

BELL SCHEDULE

8:20 a.m.	-	Students may enter building
8:45 a.m.	-	School day begins/tardy bell
3:15 p.m.	-	Students dismissed

ARRIVAL/DISMISSAL

Parents/guardians driving their children to school should enter from High Street and follow the drive to the front of the building. Drop off children at the main entrance and proceed out the main drive. Please wait for the staff on duty to signal for traffic to go. Students who normally are walkers to school may walk to the main entrance to enter the building after 8:20 a.m. and proceed to breakfast or their homeroom class. Parents/guardians with business to conduct, volunteers, and staff (**ONLY**) may enter Eagle Lane to park in the Staff Parking area during the arrival time of **8:30 – 8:40 a.m.** All other traffic is prohibited on Eagle Lane (main driveway) during this time. There is no supervision in the building prior to 8:20 a.m.; therefore, students are not to arrive prior to this time. Bus riders will enter and exit the building at the main entrance on the north side of the building. Students are expected to be in their classrooms at 8:45 a.m.

CAR RIDERS: Car riders will be dismissed at 3:12 p.m. and will exit the building using the main entrance and may be picked up in the front lot. Parents/guardians may line up along High Street. When signaled by staff on duty, begin pulling up in the two lanes, as directed by staff, following the same procedure as in the morning arrival. Please pull as far forward as you can, remain in your car until your child arrives, and exercise extreme caution to ensure the safety of all children.

WALKERS: Walkers will also be dismissed at 3:10 p.m. and will exit the building using the front/main entrance doors. Students exiting at the front/main doors will cross over the parking lot and onto the sidewalk. Parents/guardians that are meeting walkers may park on Aukerman Street and walk up the sidewalk to meet students near the flagpole. Parents/guardians should not come into the building to wait for their students. There is no parking on Eagle Lane, in the parking lot, or alley during dismissal. Parking in the south lot to pick up the students is not permitted.

BUS RIDERS: Students riding buses will be dismissed at approximately 3:15 p.m..

NOTIFICATION OF CHANGE OF ROUTINE: If your student will be a car rider or walker, you must notify the school with either a note or telephone call no later than 2:45 p.m.

It is important that parents/guardians keep the school informed of changes in their child's regular schedule. Notes of explanation should be sent to the child's teacher explaining situations such as:

1. Absence
2. Requesting early dismissal for appointments
3. Change in transportation (car rider instead of bus rider)
4. Remaining after school for activities or meetings
5. If a note is not sent in with the child, any request made by telephone must be done only by the parent prior to 2:45 p.m. each day.

BICYCLES AND SKATEBOARDS

Bicycle transportation for students is unsafe and not acceptable for children this age. Skateboards are not permitted on school property at any time.

ADDRESS OR PHONE NUMBER CHANGE

Parents/guardians must notify the school immediately of address or phone number change. Unlisted phone numbers are kept confidential.

WITHDRAWING STUDENTS

Parents/guardians are responsible for notifying the school of student withdrawal. Advance notice is necessary to prepare adequate records needed to enroll your student at his/her new school. A withdrawal form must be completed in the office, bills paid, and textbooks returned before a student's record is clear.

OPEN ENROLLMENT

The Eaton Board of Education shall permit the enrollment of students from adjacent school districts only in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-district Open Enrollment, the provisions of policy 5113, and the administrative guidelines established to implement policy 5113.

The number of openings in a particular program for students from adjacent districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.

Applications are available at the District Office or online at www.eaton.k12.oh.us. Applications will not be considered until June 1.

RECESS

All students will be expected to participate in outside play during the school year. When the weather is bad, children will stay inside for recess. In cold weather, please dress students appropriately. If a student returns to school after an accident or illness and is not permitted to play outside, please send a doctor's excuse to the teacher so that other arrangements can be made.

SCHOOL CLOSINGS

The earliest news of closing or delays due to inclement weather or other emergencies will be broadcast on local TV stations. If Eaton Community Schools are not mentioned, please assume that school is in session. Closings/delays can also be found on the internet at www.eaton.k12.oh.us and the district will issue information by way of the One Call Now system, Parent Square and the District's Facebook Page.

CALAMITY DAYS 1-5

Students will not make-up the first 5 calamity days.

CALAMITY DAYS 6-8

Eaton Community Schools will be assigning electronic lessons as a method for making up calamity days 6-8. These “eDay Lessons” will be linked to the district website and available by 9:00 a.m. on that day. The One Call Now system will alert students to the need to complete the electronic lessons. Lessons will be divided by building, grade level, or teacher. Students without internet access at home will receive the material or access time once they return to school. All students will have 2 weeks from when posted to complete the required assignments. Each assignment will be graded and included in the students’ grades. Assignments will be used to record attendance on eDay 1, 2 and 3.

CALAMITY DAY 9 AND BEYOND

Please note, all school closings may be made up by adding days to the school calendar.

EARLY DISMISSALS

Early dismissals may occur for various reasons throughout the year. Please have an early dismissal plan for your student so that he/she understands what to do if there is no one at home. If plans differ from the normal routine, a written copy must be on file in the school office. An emergency dismissal form has been provided in the first day packets. Please plan ahead in order to avoid last minute confusion.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to the school by parents/guardians and other adult residents of the district. The Board of Education also has an obligation to ensure that school visitations are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to report to the main office before contacting any student or staff members. Visitors are required to sign in and/or out as determined by the principal. All visitors must obtain a visitor’s pass in the office. Parents/guardians are encouraged to call the school and arrange individual conferences or visitation. Planned parent-teacher conferences are also held during the school year.

The administration has authority to prevent entry into the school or to remove any person where there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

PET VISITS

Due to student allergies and safety concerns, we do not promote pet visits to our school.

BIRTHDAYS AND PRIVATE CELEBRATIONS

Students are not permitted to pass out invitations at school for home parties or other private after-school events, unless every student in the classroom receives an invitation. Additionally, students are not permitted to use the school phone to make social arrangements. Deliveries of flowers and balloons are not permitted to be delivered to school for a student.

SNACKS & TREATS AT SCHOOL

When an occasion calls for snacks or treats to be brought to school, parents/guardians must make arrangements with their child’s teacher in advance. Any snacks/treats that are brought to school must be “NUT FREE”. No peanuts or nuts of any kind or peanut butter products may be brought to school due to the allergies of some of our students. Our goal is to keep all students safe at all times. Please check labels to avoid products manufactured in a facility that processes products with nuts and check with the office if you have questions about a particular item you wish to bring.

CLASSROOM RECOMMENDATION FORM

To provide information to be considered for your child’s placement for the upcoming school year, you may complete a Classroom Recommendation form available upon request from the office. Forms are available beginning in February. A deadline date is printed on the form and needs to be honored. We appreciate your cooperation in adhering to this policy.

WEAPON OR DANGEROUS ORDNANCE

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

SMOKING ON SCHOOL PREMISES

Recognizing the health issues/risks associated with smoking and secondhand smoke, the Board of Education prohibits the use of all tobacco products including e-cigarettes 24 hours a day in all district-owned, leased, or contracted buildings, grounds, and vehicles.

CUSTODY RECORDS

When any court has ruled on child custody, Ohio law requires parents/guardians to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported to the school and updated in your student's Final Forms profile immediately. Parents can access Final Forms at <https://eaton-oh.finalforms.com/>.

TAKING CARE OF YOUR STUDENT HANDBOOK

This Student Handbook contains necessary and valuable information that each student may refer to on a daily basis. It is important that each student keep his/her handbook intact and in good condition. No pages (with the exception of signature page) should be removed from the handbook.

Students may be required to replace altered, defaced, destroyed and/or lost handbooks at cost. Each student is responsible for his/her own handbook. The cost is determined each year and a supply will be available in the school office.

DISTRICT WEBSITE

The Eaton Community School District has its own web page. The address is: www.eaton.k12.oh.us

II. ACADEMIC GUIDELINES/PROCEDURES

CODE OF ACADEMIC EXPECTATIONS

The following learning expectations have led to success for students who have followed them. Students who consistently violate the Code of Academic Expectations will be subject to disciplinary action for academic insubordination. Therefore, all students are expected to:

1. Attend school regularly and be on time for all classes. Success in school is directly related to good attendance.
2. Attend each class with all required materials (pencils, books, paper, etc.)
3. Cooperate with the teacher and respond positively to directions, instructions, educational information, classroom rules and expectations, as well as other important material being presented.
4. Be attentive, alert, and maintain a posture conducive to learning.
5. Appropriately, productively, and efficiently use all class time.
6. Complete all class work on time.
7. Complete and turn in all homework assignments on time.
8. Seek help from the teacher when the student does not understand the concepts being presented and/or the assignment(s).
9. Do their part to make the school environment conducive to learning by:
 - a. Recognizing individual differences and demonstrating respect for self and others.
 - b. Avoiding “putdowns or cutting remarks” towards others.
 - c. Responding to others in an appropriate manner.

TEXTBOOKS/WORKBOOKS, FEES, AND FINES

Textbooks/workbooks will be issued by the classroom teacher, who shall record the book number and condition of the book. The student is responsible for the care of the textbooks/workbooks until it is returned to the teacher at the end of the term. Replacement cost will be assessed for lost or unreturned books and minimal fines will be levied for any damage beyond normal wear.

Fees for consumable materials are required of all students and are set by the Board of Education. Letters regarding the amount of fees will be sent home with students. Students will not receive report cards until all fees are paid and overdue library books are returned.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) provides parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal (or appropriate official) and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom

the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

A.C. 3301-35-02(C), 3301-35-01(D)(5)
20 U.S.C. 1232g, 20 U.S.C. 1232h
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CONFIDENTIALITY

Ohio law strictly limits the disclosure of personally identifiable information about students in the public schools. An exception is made in the case of "directory information" which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent has informed the school that any or all such directory information may be released only with prior written consent.

"Directory information" is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and awards received.

Also, records will be furnished upon request of any authorized institution for transfer students.

NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS

Parents have the right to know about the teaching qualifications of their child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

Parents may ask for information by sending a request for information to:

Superintendent's Office
306 Eaton Lewisburg Road
Eaton, Ohio 45320
Fax: 937-472-1057

Be sure to provide the following information with your request:

1. Child's full name.
2. Parent/guardian full name.
3. Parent/guardian address
4. Teacher's name

EQUAL EDUCATION OPPORTUNITY

This District provides an Equal Educational Opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Scott Couch
Eaton High School Principal
937-456-1141

Miss Anne Imhoff
Assistant Superintendent
937-456-1107

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

ACADEMIC INSUBORDINATION

Students are expected to know, understand, and comply with all components of the Academic Expectations Code. Repeated failure to comply with these responsibilities will result in a disciplinary referral being made to the principal.

ACADEMIC INTEGRITY/CHEATING

The faculty has defined cheating as a student engaging in any of the following actions.

1. Representing someone else's work as yours
2. Copying or stealing work from another individual, having another individual do your work, or allowing another student to view or copy your work
3. Copying test answers from another individual or from a "cheat sheet"
4. Communicating to other students questions or answers to tests, quizzes, or assignments
5. Stealing or having unauthorized possession of teacher tests, computer files, or answer documents
6. Violating any policies with regards to copyright laws for hard copy and/or electronic materials

Students in violation of this regulation will receive zero credit for the assignments or work involved, parents/guardians will be notified, and the student may be referred to the appropriate administrator for disciplinary action beyond the zero credit.

GRADING SCALE

The following grading scale will be used and reflected on the quarterly report card and the interim reports.

Number	Description
1	Skills Limited – Frequent support needed
2	Progressing toward grade level expectations
3	Meeting grade level expectations
4	Exceeding grade level expectations

SPECIALIZED EDUCATION PROGRAM AND SERVICES

INDIVIDUALS WITH DISABILITIES

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the schools’ programs and facilities.

A student can access special education services through the proper evaluation procedures. The school offers a continuum of program options for students with special needs as outlined in their individualized education or 504 plans. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. For more information concerning special education programs and services, contact the Director of Exceptional Children’s Services and School Psychology at 456-1107.

GIFTED IDENTIFICATION

“Gifted” means a student who performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of his/her age, experience, or environment, and who is identified under the criteria established in the Ohio Revised Code.

Eaton Community Schools has procedures to identify gifted students in kindergarten through grade 12. Students are identified as gifted in one or more of four major categories: superior cognitive ability, specific academic ability, creative thinking ability, and visual and performing arts ability. Specific academic ability includes mathematics, science, social studies, and reading and/or writing.

Whole grade assessment is conducted for superior math and reading ability in grades K and 1 using the MPG testing K-2 assessment. Whole grade assessment is conducted for superior math and reading ability in grade 2 using MAP 2-5 Identification in reading or math are accomplished when a student scores 95-99 percentile on the fall, winter, or spring administration of the MPG/MAP assessments, which have been approved by the Ohio Department of Education.

Whole grade assessment for superior cognitive ability and superior creative ability will be administered in grade 1 annually. A percentile rank score of 95-99 is required for identification as superior cognitive ability. Students who score a minimum of the 69th percentile on the cognitive assessment will have the additional creativity assessment. A percentile rank score of 95-99 is required for identification as superior creative thinking ability.

In addition to whole grade testing, students may be referred for gifted testing at any time. Referrals are accepted from parents/guardians, teachers, students (peer or self-referral), and members of the community who are well acquainted with the child’s ability. Referral forms are available in the school office. These students are screened individually or in small groups according to the district testing plan. Eaton Community Schools also honors qualifying scores on approved tests administered within the last 24 months by a licensed school psychologist, or psychologist in private practice.

All assessments are selected and administered by qualified personnel, taking into account the diverse needs of all our students, and in conformance with the *Code of Fair Testing Practices in Education (available upon request)*.

Eaton School Board Policy 2464 – Gifted Education and Identification

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one or more of the following content areas:
 - 1. Mathematics
 - 2. Science
 - 3. Reading, writing, or a combination of these skills
 - 4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the Chart of Approved Assessment Instruments for Gifted Screening and Identification. The District shall select instruments from the approved list that will allow for appropriate screening and identification of minority and disadvantaged students, students with disabilities, and students for whom English is a second language.

Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School District shall be accepted.

The Board of Education shall adopt and the Superintendent shall submit to the Ohio Department of Education a plan for the screening, assessment, and identification of children who are gifted. Any revisions to the District plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:

- A. the criteria and methods used to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas
- B. the sources of assessment data used to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted
- C. an explanation for parents of the methods used to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language
- D. the process of notifying parents regarding all policies and procedures concerning the screening, assessment, and identification of children who are gifted
- E. provision of an opportunity for parents to appeal any decision about the results of any screening procedure for assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services
- F. procedures for the assessment of children who transfer into the District
- G. at least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children

The District's plan may provide for contracting with any qualified public or private service provider for screening or assessment services under the plan.

The Superintendent shall:

- A. ensure equal opportunity for all children identified as gifted to receive any or all services offered by the District;
- B. implement a procedure for withdrawal of children from District services and for reassessment of children;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. inform parents of the contents of this policy as required by R.C. 3324.06;
- E. submit, as required, an annual report to the Ohio Department of Education.

Placement procedures for District services shall be in conformance with the District's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.

E. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service. The Superintendent shall implement all policies and procedures in accordance with laws, rules and regulations, and follow the *Operating Standards for Identifying and Serving Gifted Students*.

The Superintendent shall develop a plan for the service of gifted students enrolled in the District identified under this policy. Services specified in the plan may include such options as the following:

- A. a differentiated curriculum
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy [5112](#))
- H. early high school graduation (see Policy 5464)
- I. dual enrollment options including, but not limited to, the postsecondary enrollment option program
- J. advanced placement
- K. honors classes
- L. magnet schools
- M. self-contained classrooms
- N. resource rooms
- O. independent study/educational options
- P. advanced online courses and programs
- Q. other options identified in the rules of the Ohio Department of Education

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs. The Written Education Plan shall:

- A. provide a description of the services to be provided;
- B. specify staff members responsible for providing that specific services are delivered;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the District policy detailed below;
- E. specify a date by which the WEP will be reviewed for possible revision.

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

The District shall report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the *Operating Standards for Identifying and Serving Gifted Students*.

R.C. 3301.07(K), 3324.01 - 3324.07, 3315.09, 3317.024(O)

A.C. 3301-51-15

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MULTI-TIERED SYSTEM OF SUPPORTS

The Multi-Tiered System of Supports (MTSS) is a framework that many schools use to provide targeted support to struggling students. It screens all kids and aims to address behavioral, social-emotional, and academic issues. Faculty meets on behalf of students needing assistance with “at-risk” issues. The process uses a collaborative problem solving approach to develop an intervention plan for children experiencing difficulties. This plan is designed to address and close gaps in a timely manner for students to be successful in their educational.

OHIO’S THIRD GRADE READING GUARANTEE

State legislation was passed at the beginning of the 2012-2013 school year which promotes the importance of the attainment of reading skills for K-3 students. This legislation is called the Third Grade Reading Guarantee. The goal of the Third Grade Reading Guarantee is for

students to be reading as close to grade level expectations as possible by the end of third grade. If a student does not reach the expected level of reading ability by the end of third grade, he/she may be retained.

Kindergarten through third grade students who are determined not to be on track will receive intervention and monitoring. Parents/guardians will be notified by your child’s teacher in the Fall if your child will be involved in this process.

GUIDANCE AND COUNSELING SERVICES

Students are encouraged to consult with the guidance counselors on any academic or personal problems. The guidance counselors are professional and will honor confidences whenever legally possible.

IDENTIFYING CHILDREN WITH DISABILITIES

Children ages 3 through 21 with disabilities may be eligible for special education services. A disability may include any of the following conditions: hearing impairments, physical impairments, speech or language impairments, visual impairments, other health impairments, cognitive disabilities, specific learning disabilities, multiple disabilities, autism, emotional disturbance, or traumatic brain injury.

If you have or know of a child who may have a disability, please contact the Director of Exceptional Children’s Services and School Psychology at 937-456-1107.

CURRICULUM

The curriculum is designed to meet the requirements of the Eaton Community Schools District Board of Education and the State Department of Education.

ALTERNATIVE READING ASSIGNMENT POLICY

There may be an occasion when a student/parent objects to an assigned novel based on personal beliefs. When objections occur the parent may request, in writing, an alternative reading assignment. The alternative assignment will attempt to meet the objectives of the original assignment, as closely as possible.

III. ATTENDANCE

STUDENT ATTENDANCE

Attendance is an important factor in successful schoolwork. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between the ages of 6 and 18 years of age during each school day. Parents/guardians having care of a student of compulsory school age are responsible for that student's school attendance. This responsibility is satisfied by attendance at either a school or a special education program which meets the minimum standards prescribed by the State Board of Education. School attendance must begin within the first week of the school term. Students moving into the school district must begin school attendance within one (1) week after they begin to reside in the district.

Students who are frequently absent during the school year are jeopardizing their learning success and their potential graduation. In such situations the benefits of regular classroom instruction are lost and cannot be entirely regained, even through make-up work.

NOTIFICATION OF ABSENCE

If a student is absent from school, parents/guardians must notify the main office by 9:15 a.m. and provide an explanation. Upon returning to school a written note shall be provided, within 5 school days, stating the date(s) and the reason for the absence.

STUDENT ABSENCES AND EXCUSES

EXCUSED ABSENCES:

Excused absences are defined as follows:

1. Personal Illness
2. Quarantine of the home
3. Medical, dental, or legal appointments
4. Death of a relative
5. Needed at home due to absence of parents or guardians
6. Observance of religious holidays
7. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence.

UNEXCUSED ABSENCES:

Unexcused absences are issued for those absences occurring for any reason not listed above and may be classified as truant. Any hours missed beyond the 60 hours (10 days) permitted by parental note will also be counted as unexcused, unless the reason is accompanied by a doctor's note.

Step One: When a student has the first unexcused absence, the principal/designee will contact the parents/guardians by official letter.

Step Two: When a student has a second unexcused absence, the principal/designee will contact the Preble County Attendance Officer regarding the attendance of the student.

TRUANCY

Unexcused absence from school is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, or 72 hours or more in a school year.

TRUANCY PROCEDURES

The following steps will be taken when a student meets any of the thresholds to be considered habitually truant.

Step One: The student will be assigned to an absence intervention team

Step Two: The parents/guardians/custodians will be notified and requested to attend a truancy intervention planning meeting

Step Three: The absence intervention team will meet with the student and parents/guardians/custodians to create a truancy intervention plan. The truancy intervention plan may consist of counseling for the student, requesting or requiring a parent/guardian/custodian to attend a truancy prevention mediation program, and/or notification to the Registrar of Motor Vehicles.

Once the truancy intervention plan is put in to place any further absences, without legitimate excuse, may result in the student being informally enrolled in the court's alternative to adjudication program.

On the 61st day after implementing the truancy intervention plan a complaint will be filed in juvenile court if:

1. The student was absent, without excuse, for 30 consecutive hours, 42 hours in a school month, or 72 days in a school year;
2. The school has made three meaningful attempts to reengage through the absence intervention plan and any offered alternative to adjudication; and
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

PARENTALLY EXCUSED ABSENCES PROCEDURES

Step One: When a student has accumulated **five** parentally excused absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. This letter will stress the importance of good attendance and ask if there is any way the school can be of assistance. The school will document this contact with the county Preble County Attendance Officer.

The principal/designee will provide the following information to the Preble County Attendance Officer:

1. Attendance records indicating dates of excused absences
2. Dated copy of correspondence or other type of parental contact after the 5th day of absence
3. Biographical information

Step Two: When a student has accumulated ten parentally excused days of absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. The letter will explain the school's concern and that the threshold for parentally excused absences has been met.

½ DAY ABSENCE AND FULL DAY ABSENCE

Students are considered ½ day absent when their absence from school exceeds one hour and 30 minutes, but is less than 3.5 hours.

Students are considered a full day absent if their absence exceeds 3.5 hours.

ATTENDANCE AT AFTER SCHOOL AND EVENING ACTIVITIES

In order to attend or participate in after school or evening activities, a student must be in attendance a minimum of ¾ of the school day. Any valid exceptions must be approved in advance by the principal.

VACATIONS

Vacations should be planned around the school calendar. When this is not possible, a note must be sent to the principal/designee for approval prior to the vacation.

The principal/designee may excuse such absence for a period not to exceed five school days. The Superintendent may excuse such an absence for any additional school days.

The absence shall be approved prior to the vacation for the vacation to be considered as an excused absence. All work that is due during the days the student is on vacation must be turned in the day the student returns to school. All vacation days that are pre-approved count as parentally excused and will not be counted towards attendance probation.

TARDINESS

Tardiness occurs when the students are not in their assigned seat in their assigned class at the assigned time. Excessive tardiness will result in action being taken through the Student Conduct Code. A student is considered tardy to school when they arrive at their first class after the 8:45 a.m. bell. Students who arrive after 10:15 a.m. will be marked 1/2 day absent.

Tardiness to school and/or class will be addressed with the parent by the principal/designee.

Habitual Tardiness:

When a student continually violates the tardy policy and accumulates six illegal tardies, in any nine week term, the student is considered to be habitually tardy and a referral will be sent to the Preble County Attendance Officer.

LEAVING THE BUILDING

Any student who leaves the building without permission will be subject to disciplinary action.

CLASS CUT

A class cut is when a student misses a class or leaves early without permission. Any student who cuts class will be subject to disciplinary action.

HALL PASSES

Hall passes, though discouraged, are sometimes necessary. Any student in the hall during class time should have a written pass from a teacher/supervisor. This pass should note the time dismissed, the destination, and be initialed by the issuing teacher/supervisor.

Note: Five minutes passing time is the standard and should be used in making judgments regarding excessive use of time. The Student Handbook shall be used for hall passes as directed by the principal.

MAKE-UP WORK SCHEDULE

When a student is absent due to illness, and he/she wishes to receive assignments, please call the office by 10:00 a.m. The homework can be either picked up in the office between 3:00 p.m. and 3:45 p.m. or can be sent home with a sibling or a friend.

Students will have one day to make-up work for each day of absence.

IV. STUDENT CODE OF CONDUCT

The Eaton Community Schools recognizes the right of each student to receive an education. It is further recognized that the primary responsibility of the Eaton Community School District and the professional staff is to provide all students access to equal educational opportunities and consideration under the rules and regulations governing student behavior.

It is the responsibility of each student, parent, and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these rules and regulations is not punitive control but protection of the rights of those who wish to make full use of their educational opportunities.

Each individual enjoying the rights of education must accept the responsibilities of good citizenship and is expected to behave in a manner that will demonstrate pride in themselves, their family, their school, and their community. In order to achieve these goals, each student is expected to demonstrate behavior that would be considered responsible, respectful, ethical, and honest.

Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law.

The Student Code of Conduct applies to all school premises; to all phases of school operation, including but not limited to, curricular and extra-curricular activities; all school authorized transportation; and at any school-sponsored activity.

CHAIN OF COMMAND

Please follow the chain of command when trying to address problems, concerns and questions that may arise.

1st step- Teacher or Activity Advisor

2nd step- principal

3rd step –Superintendent

4th step – Board of Education

ZERO TOLERANCE POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel. The Board of Education has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents/guardians annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board of Education directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable.

If a student violates this policy or the Student Code of Conduct, school personnel, students, or parents/guardians should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents/guardians and is posted in a central location within each building.

RULES AND CONSEQUENCES

RULE 1 - DISRUPTION OF SCHOOL: A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause disruption or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct. Examples of disruption could include, but would not be limited to, unusual dress or appearance, possession of pagers, electronic devices, cellular phones, radios/televisions, etc., setting off fire alarms, strikes or walkouts, congregating in high traffic areas and sitting in the hallways. Skateboards, roller blades, roller skates, etc. are not permitted in the building.

RULE 2 - DAMAGE OR DESTRUCTION/VANDALISM OF PROPERTY: A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person. Damage or destruction of private property belonging to administrators, teachers, board members, or other school-related personnel, whether on or off school property is prohibited.

RULE 3 - INTIMIDATION/THREAT, UNAUTHORIZED PHYSICAL CONTACT, FIGHTING, AND ASSAULT: A student shall not threaten with physical violence or coerce by any means, any student, teacher, staff member, or other individual. Intimidation or threat using gang or group affiliation may incur severe discipline. A student shall not use, possess, or wear gang paraphernalia. A student

shall not engage in fighting/assault or any other behavior that could cause physical injury or threaten to cause physical injury to staff, other students, or other individuals. Students shall also abstain from using "fighting words." With regard to school employees, Rule 3 is applicable at all times, on or off school property.

RULE 4 - DANGEROUS BEHAVIOR, DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, conceal, or use any object which might be considered a dangerous weapon or instrument of violence; for example, but not limited to, guns, knives, metal implements, chemicals, sprays, fireworks, or explosives of any kind. Dangerous behavior of any type is prohibited.

RULE 5 - NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS: A student shall not possess, transmit, conceal, consume, show evidence of having consumed, use, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, or in the situations under the authority of the district, or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as controlled substances and/or drug paraphernalia. (See Alcohol Use/Student Drug Abuse section of this handbook). Nothing in this policy or in the action of the school shall prevent the school or appropriate law enforcement officials from filing legal charges relating to drug or alcohol offenses.

The Board of Education has authorized the use of "Drug Sniffing Animals" specifically trained to detect the presence of drugs, for searches of all buildings and grounds in the school district. The principal/designee is authorized to administer a breathalyzer test to any student who is suspected of or shows evidence of consuming any alcoholic beverage while on school grounds or facilities, at school sponsored events, or in situations under the authority of the district, or in school owned or school approved vehicles.

RULE 6 - TOBACCO: No student shall be permitted to use or possess any type of tobacco product or paraphernalia; for example, but not limited to, cigarettes, e-cigarettes, vapor pens and accessories, cigars, snuff, chewing tobacco, matches, lighters, etc., on school property, school buses, or at any school-sponsored event or activity. The odor of smoke/tobacco is sufficient evidence under this rule.

RULE 7 - FAILURE TO FOLLOW DIRECTIONS/INSUBORDINATION: A student shall not fail to comply with the reasonable directions of teachers, student teachers, substitute teachers, aides, principals, or other authorized school personnel during any time when the student is under the authority of the school. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. Violation of any minor rule, directive, or disciplinary procedure shall also constitute insubordination. Among the most common violations of this rule are failure to have proper materials for class and refusal to do prescribed classroom assignments. No student shall violate any State Statute or City Ordinance while under school authority.

RULE 8 - PROFANITY; VULGAR, OBSCENE, ABUSIVE LANGUAGE; VULGAR, OBSCENE, ABUSIVE BEHAVIOR: A student shall not use profane, vulgar, obscene, or abusive language and/or behavior. This includes, but is not limited to, social media, inappropriate written expression, gestures, signs, pictures, publications, discs, dress, or computer misconduct, computer fraud, and/or inappropriate/illegal use of the internet.

RULE 9 - ATTENDANCE, TRUANCY, AND TARDINESS: Students shall not be absent or tardy to school or class without valid excuses that satisfy the standards of the Attendance Policy. Student presence in off-limit areas of school property without permission is prohibited.

RULE 10 - THEFT, POSSESSION OF STOLEN PROPERTY, EXTORTION, UNAUTHORIZED SALES, GAMBLING, FORGERY, DISHONESTY: A student shall not cause or attempt to take into possession or possess the property of the school or any other person without authorization. A student shall not compel or attempt to compel any person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. A student shall not sell, buy, offer to sell or buy, or exchange any service or product without prior authorization of the principal. A student shall not gamble or assist others to gamble. A student shall not verbally or in writing use the name of another person to falsify times, dates, grades, addresses, or in any way dishonestly communicate with the school or school personnel. Students shall also not fail to properly identify themselves when requested to do so by school personnel.

RULE 11 - DISRESPECTFUL, FRIGHTENING, HARASSING INCLUDING SEXUAL HARASSMENT, DEGRADING, OR DISGRACEFUL BEHAVIOR: A student shall not engage in any conduct which could frighten, persecute, harass, degrade, or be considered disrespectful, by written or verbal means, or by gestures, to any person while under the authority of the school. Students shall be respectful to staff members at ALL times on or off school property. Hazing, public display of affection, sexual misconduct, racial and/or sexual harassment would be examples of this type of behavior.

RULE 12 - TRANSPORTATION RULES AND REGULATIONS: All students are expected to abide by the rules of conduct for bus transportation. (See Bus Rules and Regulations in this handbook). These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. Student drivers shall abide by all rules established.

RULE 13 - ACADEMIC MISCONDUCT/INAPPROPRIATE COMPUTER USE: A student shall not engage in any type of dishonesty or academic misconduct to include, but not limited to, lying, cheating, plagiarism, computer misconduct, computer fraud, “hacking,” and/or inappropriate/illegal use of the internet. (This rule includes state and standardized testing.)

RULE 14 - HABITUAL/CONTINUAL VIOLATIONS OF THE STUDENT CODE OF CONDUCT: Students shall not be repeatedly involved in behaviors that violate the conduct code. An example would be multiple ejections from class due to insubordinate/disruptive behavior.

RULE 15 - STUDENT HANDBOOK: A student shall not violate the rules and regulations contained in the Student Handbook and/or other rules established by personnel to maintain orderly school conduct and operations.

POTENTIAL CONSEQUENCES: Natural consequences, verbal warnings, restriction of activities, lunchtime intervention, restitution, detention, confined lunch/recess, extended detention, Saturday School, in-school discipline, out-of-school suspension, school community service, unruly/delinquency/criminal/civil charges, emergency removal, expulsion.

Consequences will be based upon the severity, nature, and frequency of the behavior. For serious offenses such as, but not limited to, weapons, drugs, alcohol or threats, administrative policy calls for a police report to be filed.

Students who are in possession of inappropriate items or items in violation of the Student Code of Conduct will turn the items over to a teacher or principal. Parents/guardians may pick up the item(s) at the end of the day when it is the student’s first offense. Parents/guardians may pick up the item(s) at the end of the year when it is the student’s second offense. Cell phones are not permitted during the school day without teacher permission. If used when not permitted the cell phone will be confiscated. Students may pick up the cell phone after the first offense. Parents/guardians will pick up the cell phone for second offenses. Repeated problems with cell phone use will result in additional disciplinary action.

STUDENT DRESS CODE

The following regulations on dress and personal appearance are made to encourage students to develop habits of neatness, order, safety, and good taste. All students shall dress in a fashion so as to help the normal pattern of the educational atmosphere. Student dress should remain modest at all times and promote, not detract, from a learning atmosphere.

The hair of students shall be neat, clean, and of a natural color. Hair color that is not typically a natural color (green, pink, blue, etc.) is not permitted. Hairstyles should promote and not detract from a learning atmosphere.

Students will be asked to remove any body piercing which creates physical safety concerns. The student will be expected to honor the administrator’s request for the remainder of the school year during school hours. Also for safety reasons chains and studded bracelets and necklaces are prohibited. This includes wallet chains.

Clothing or accessories bearing patches, drawings, and/or sayings (stated or implied), which refer to drugs, alcohol, tobacco, sex, profanity, obscenity, weapons, violence, or which are perceived to be gang related shall not be permitted.

Students will be asked to cover any body markings (tattoos, etc.) that are distracting or detract from the learning atmosphere. The student will be expected to honor the administration’s request for the remainder of the school year.

Midriff tops, short tops, tube tops, or halter-tops are not permitted. No cleavage showing. Dresses, skirts, and shorts shall be mid-thigh in length or longer. Pants shall not have any holes in them above mid-thigh. Pajama pants and slippers are not permitted. Tights, running tights, and yoga pants will not be permitted unless covered by apparel that is mid-thigh in length. Shoes shall be worn for health and safety reasons. Footwear that protects the foot is recommended.

The responsibility of enforcing the dress code belongs to all students, parents/guardians and faculty members, as well as the administration. In questionable situations, the administration will decide what is acceptable and unacceptable dress and appearance.

If students have questions regarding appropriate dress and/or appearance, the student should check with the principal before wearing the clothing or displaying the appearance.

Failure to comply with the Student Dress Code will be considered a violation of the Student Code of Conduct and will result in consequences as listed under Potential Consequences as listed under Rules and Consequences in this handbook.

REGULATIONS ON WEARING COATS AND HATS IN BUILDING

Coats and hats are to be put in lockers upon entering the building and left there until leaving the building. They are not to be worn in halls and classrooms. Hats are to be taken off while in the building. Head covering and headbands are not permitted.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

The Eaton Community School Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Additional information regarding this may be found in Board Policy 5630.01 – Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion. All board policies may be viewed at www.eaton.k12.oh.us.

SCHOOLWIDE RULES AND PROCEDURES

Area	Be Safe	Be Respectful	Be Responsible
Hallway	<ul style="list-style-type: none"> Walk face forward Stay to one side of the hall Walk in a single file line with no passing 	<ul style="list-style-type: none"> Stay in your own space Use a zero (0) voice in the hall during the school day Yield to others Take hats off (arrival) 	<ul style="list-style-type: none"> Go directly from place to place Let teacher know where you are Follow all school staff's directions
Dining Room	<ul style="list-style-type: none"> Keep legs down and under the table Walk Carry tray w/ two hands Give teacher a "thumbs up" when finished & wait for signal to return tray 	<ul style="list-style-type: none"> Stay in own space Use good manners (please, thank you, sounds) Use partner voice (2) 	<ul style="list-style-type: none"> Clean up your trash and place it in trash can Report spills All food and beverages stay in the dining room
Restrooms	<ul style="list-style-type: none"> Walk facing forward Keep your feet on the floor 	<ul style="list-style-type: none"> Stay in your own space Whisper voice (1) One person at a time in stalls 	<ul style="list-style-type: none"> Appropriate use of rest-room facilities Wash hands: <ul style="list-style-type: none"> ➤ Wet hands ➤ Pump soap 1 time ➤ Rub hands together ➤ Rinse ➤ Shake hands in sink ➤ Pump towel dispenser 3 times ➤ Dry hands ➤ Throw away paper
Recess	<ul style="list-style-type: none"> Walk on all playground equipment One student at a time on the slides Go down slide with legs forward Only push self on swings Leave all rock and gravel on the ground 	<ul style="list-style-type: none"> Share playground equipment Obey ALL staff Use kind and caring words and actions 	<ul style="list-style-type: none"> Report injuries to a staff member Bring in playground equipment you take out Line up quietly and promptly to return to the building.
Assemblies	<ul style="list-style-type: none"> Walk in a single file line Follow all staff directions 	<ul style="list-style-type: none"> Stay in your own space Sit with pretzel legs Use manners appropriate for assembly (listening, laughing, applause, cheering, raising hand if you need help) 	<ul style="list-style-type: none"> Go directly from place to place Enter and exit assembly as directed

OUT-OF-SCHOOL SUSPENSION

If students are suspended out-of-school, they may make up assignments, tests and projects at full credit, provided the student completes and submits all required assignments. Students are responsible for getting the missed work from their classmates or from the teacher. All make-up work must be completed and turned in no later than the end of the second day after students return to school.

If students are suspended out-of-school, they are not permitted to on school grounds, in the school building, or at any school activities, during the suspension period

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003), 47 C.F.R. 54.500 - 54.523

By signing this Student Handbook, we (student and parent) agree to and accept this policy.

LIBRARY RULES

Students in the library/media center are expected to abide by the following rules:

1. Policies regarding behavior, dress, and language are the same in the library/ media center as stated in the Student Handbook.
2. Food is NOT permitted in the library/media center.
3. Students who are disruptive in the library/media center will be assigned a certain seat or instructed to leave.
4. Library materials must be checked out at the circulation desk.
5. Current magazines and newspapers are located on the magazine rack and may not be taken out of the library/media center. Back issues may be borrowed as regular library materials.
6. Occasional talking must be kept to a whisper.
7. The library/media center should be a quiet, restful, and pleasant place to read and study.
8. Fees will be assessed for lost or damaged items.

PHONE USAGE POLICY

While it is imperative for students to have access to telephones, it is also important to keep the phone lines free for school business. More importantly it is essential that students remain in the classroom, so they can learn.

Office personnel will contact the parent due to a student's illness or an emergency. Cell phones and electronic devices are not to be on or used

without teachers specific authorization, during school hours. Consequences will be as follows:

- | | |
|--------------------------|---|
| 1 st Offense: | A write up, the device is taken away (the student may pick it up at the end of the day in the office). |
| 2 nd Offense: | A write up, the device is taken away and a parent/guardian must pick it up at their earliest convenience. |
| Further Offenses: | A write up, the device is taken away, the student is disciplined for insubordination, and is subject to suspension. |

PERSONAL COMMUNICATION DEVICES

Personal Communication Devices (PCD) can be a useful tool in the educational process. "Personal Communication Device" includes computers, tablets, electronic readers, cell phones, and any other web-enabled devices of any type. Possession and/or use of PCDs by a student while at school is a privilege that may be forfeited by any student who fails to abide by the terms of the Student Handbook.

Except as authorized by a school staff member, students are prohibited from using PCDs during the school day to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Using a PCD to gain or attempt to gain access to another PCD with or without consent is strictly prohibited. In addition to the POTENTIAL CONSEQUENCES of the Student Code of Conduct, students who violate this provision may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

STUDENT PERSONAL PROPERTY

Student's personal items (book bag, coat, etc.) should include the student's name for easy identification. Students should not bring expensive or electronic items to school from home. The school is not responsible for any items that are lost or broken.

LOCKERS

Each student is assigned a locker for the storing of hats, books, coats, and other school necessities. The student is to use his/her assigned locker only and is responsible for the care and cleaning of the locker. Using a locker, other than the one assigned, may result in discipline. Students are not to tamper with another locker. Students are responsible for all property issued or assigned and will be expected to make restitution for any loss or damage to this school property. Students shall never leave anything of considerable value in the locker. Lockers are school property and the administration has the right to control, inspect, and search lockers and the contents of the lockers at any time, on a random or total basis.

Book bags may be used to transport books and supplies to and from school; however, they must then be stored in the student's locker during the school day.

SEARCH AND SEIZURE – PERSON AND/OR PROPERTY

School authorities are charged with the responsibility of safeguarding the safety and well-being of students in their care. In the discharge of that responsibility, school authorities may search a student's person or the property of a student when not contained in a locker, with or without the student's consent. This includes cell phones and vehicles parked on school property at any time. The search can take place whenever the school authority believes they have reasonable grounds to suspect the search may discover evidence of a violation of law or of school rules.

To help ensure the safety of all students, staff, and visitors, video surveillance is used at all times on school property. The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The video tapes are student records subject to school district confidentiality, board policy, and administrative regulations. They shall be used in accordance with the provisions of the law and board policy.

DRUG SEARCHES

The Board of Education has authorized the use of "Drug Sniffing Animals," specifically trained to detect the presence of drugs, for searches of all buildings and grounds in the school district.

ALCOHOL USE/STUDENT DRUG ABUSE

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol, narcotic drugs, depressants, or other controlled substances that are wrong, harmful, and constitute a hazard to the positive development of all students.

The Board of Education will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used, or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities, at school sponsored events or in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco products, and drug paraphernalia. The odor of any such substances on the student is sufficient evidence under this policy.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the principal with due consideration of the welfare of the student and any other relevant factors involved.
2. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents/guardians and students will be given a copy of the standards of conduct, the statement of disciplinary sanctions, and will be notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol or drug education program, assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent will establish and the Board of Education will consider for approval detailed procedures for dealing with students who may have a drug or alcohol problem. Information will be available about any drug and alcohol counseling, rehabilitation, and re-entry programs for students. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the Board of Education for students with problems to feel secure enough to ask for help from teachers or guidance counselors without fear of reprisal. This means that confidentiality shall be maintained within the limits of the law and the long-range welfare of the student will be considered paramount.

V. HEALTH AND SAFETY

SCHOOL HEALTH PROGRAM

The School Health Program coordinated by the school nurse provides for the total well-being of each student through the following activities:

1. Identification of students with health problems through specific screening programs such as vision and hearing.
2. Control of contagious and nuisance diseases by:
 - a. the enforcement of immunization requirements
 - b. student exclusion from school attendance
 - c. informing and educating when outbreaks occur
3. Promotion of school attendance regulations through home visits and/or school counseling of the chronically ill.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

In accordance with Board Policy 8510, the Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The committee will focus on developing goals to enable students to establish good health and nutrition habits through nutrition education, physical education, and physical activity. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

1. assessment of the current school environment;
2. review of the District's Wellness policy;
3. presentation of the Wellness policy to the Board for approval;
4. measurement of the implementation of the policy; and
5. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate.

EMERGENCY MEDICAL FORMS

EMERGENCY MEDICAL FORMS

Emergency Medical Forms (EMF) are to be completed online through Final Forms and are to be completed by the end of the first week of school. According to the Ohio Revised Code, it is required that each student have an "Emergency Medical Authorization Form" on file in the school office to assist in the contacting of parents/guardians and/or to authorize emergency treatment by designated licensed physicians at

designated hospitals. Please include all medical information regarding your child, such as health conditions, allergies, and current medications. Parents/guardians are responsible for any changes that need to be made to the Emergency Medical Form throughout the year by logging into their Final Forms account at any time to update information. If you need assistance in completing Final Forms, please contact your child's school for assistance.

HEALTH SERVICES

The school health clinic is available to all students who become ill or injured while attending school. Students will be given a clinic pass or signed agenda to report to the clinic where they will be checked by a health aide or the district nurse. Only immediate and necessary first aid is given to a student who becomes injured or ill in school.

The Eaton Emergency Squad may be contacted, in conjunction with efforts to contact the student's parents/guardians, for assistance in any accident or injury.

Depending upon the extent of illness or injury, the student will be given first aid, sent back to class, kept in the clinic for a rest period, or sent home.

If the illness necessitates a call to the student's parent, the call will be made by a clinic or office employee. Students shall not text or make the call themselves on a cell phone, from a classroom, or office phone.

All ill/injured students need to be signed out in the office if picked up by a parent or authorized person.

In the event no one can be reached, school personnel will use their best judgment to provide assistance to the student. For example, students with high fevers or vomiting will not be permitted to ride the bus home. The student will remain at school until parent contact is made.

DISPENSING MEDICATION

(Prescription and over the Counter)

The Eaton Community School District encourages the dispensing of medication to students while at home.

Ohio Senate Bill 262 mandates that schools may dispense medication only when the approved form has been completed by the student's physician and signed by the parent each school year and is on file in the school office. A copy of this form is included in the first day packet. This form is also available for printing from the district website www.eaton.k12.oh.us. For the purpose of this policy, it does not include sunscreen. Students are responsible for applying their own sunscreen.

All medication must be received in the original container with the student's name and current directions for administration clearly visible.

The parent agrees to submit a revised statement signed by the physician who prescribed the medication if any of the information provided changes.

Medication is kept in the clinic and administered only by the school nurse or designated personnel in accordance with the physician's instructions. This law includes prescription and over-the-counter medication. Per Ohio Revised Code, **only authorized** students with the appropriate physician forms on file are permitted to carry and self-administer an inhaler or EpiPen. **Students are not permitted to carry or self-administer any other medication.**

Students are not permitted to deliver medications to school. A parent or designee is to bring medication to the health clinic or office.

COMMUNICABLE DISEASES

Parents/guardians are asked to assist in the control of communicable disease by keeping students home when ill and by reporting any contagious condition to the school. Parents/guardians are requested to follow their physician's advice concerning the student's return to school following such illnesses or conditions.

Any student suspected or reported to have a communicable disease may be examined by the district nurse/designee and upon their recommendation may be excluded from school.

Exclusion from and re-admission to school of students with suspected communicable diseases shall be determined by using Ohio Department of Health Communicable Disease Chart, a copy of which is available in each school or by physician's statement.

Pediculosis (Head Lice)

Whenever a student is found to be positive with head lice, his/her parent/guardian will be notified of the finding and requested to pick the child up immediately. Additionally, the student will be told of the findings and reassured that it is a very treatable condition and nothing to be ashamed of. The student will also be educated in the transmission of lice and told not to share combs, hats, etc. with others.

When the parent picks up his/her child, the parent will be informed that the student needs to be treated before s/he returns and the parent will need to complete Form 8451 F3 before the student is readmitted. The student will be permitted to return to school after it is confirmed that the child is free of any evidence of live active lice.

The other students in the positive student's classroom and the student's sibling(s) may be examined for evidence of either the lice or lice eggs (nits). The examination should be done by the school nurse or designee.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. Transmission of lice most often occurs by direct contact with the head of another infested child as lice do not jump or fly. Indirect contact can include personal belongings of positive child (combs, brushes, hats, pillows, and bedding).

Only children and family members who have head lice should be treated. If parents are unsure if a child has lice, the hair should be combed with a lice comb to see if lice are present.

Procedure for treatment and follow-up:

1. If head lice are confirmed at school, the actions described above may be taken.
2. Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.

3. The school health staff is readily available to discuss treatment and follow-up of head lice.
4. A class letter may be sent home for confirmed cases of head lice.
5. Parents are to treat the child with a lice-removal product at home, following exact directions. They also are to treat the home environment by vacuuming, and washing bed linens, clothing, brushes, and sports helmets.
6. The student may return to school after treatment and if no live active lice are found in the hair. When the student returns, s/he is checked by the health services staff.
7. Parents need to continue to check for eggs (nits) and lice by combing the hair daily. If eggs and live lice are still present after a week, a second lice-removal treatment should be done. Parents should check for nits and comb their child's hair until no lice are found for two (2) weeks.
8. Parents should continuously observe their children for signs of head lice - scratching, redness at the nape of the neck, and nits attached to the hair shaft, mostly behind the ears and at the base of the neck.
9. If unsure, parents are encouraged to check with their pediatrician for any recommended treatment. The health services staff will check any student for lice by parent request.
10. If more information is needed, please refer to the Centers for Disease Control website: www.cdc.gov.

Screening:

Screenings may occur periodically based on reported cases of head lice infestations in a class, grade or building. The following individuals may be responsible for conducting the screenings: Preble County General Health District, School Nurse, and health staff.

IMMUNIZATIONS

All students, upon their enrollment in the Eaton Community School District, must comply with the minimum immunization statutes as set forth by the State of Ohio. Students who have not received the minimum number of immunizations may enter Eaton Community Schools only if they have received at least one dose of each required vaccine. They must finish the series as soon as the scheduled intervals between doses permit. Failure to do so is reason to exclude your student from school. Exceptions are granted if parents/guardians have on file in the appropriate office a waiver stating their objection of this policy section. Other exceptions may be granted on the advice of a qualified physician.

VACCINES	FALL 2020 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>Grade K</u> Four (4) or more of DTaP or DT, or any combination. If the fourth dose is properly spaced and administered after the 4 th birthday, a 5 th dose is not required. <u>Grades 1-2</u> Four (4) or more of DTaP or DT, or any combination. Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.
POLIO	<u>Grades K-2</u> Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>Grades K-2</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>Grades K-2</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>Grades K-2</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose 1; however, if the second dose is administered at least 28 days after first dose, it is considered valid.

In the event the Public Health Department declares an outbreak of any of the above diseases, any student who cannot show proof of adequate immunizations must be excluded as recommended by the Public Health Department.

ASBESTOS MANAGEMENT PLAN

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. This law requires school districts to inspect for friable and non-friable asbestos in school buildings, develop Management Plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

One of the requirements of this law is to annually notify parents, teachers, staff, and support groups of the availability and location of the school building's Management Plan. The Management Plan for each school is located in the Main Office along with a duplicate copy located in the Designated Person/Program Manager's Office. Also, please be advised that information regarding any inspections/re-inspections, surveillances, response actions, and post-response action activities are also included in the Management Plan and available for your review.

Rodney Mann is the Designated Person/Program Manager for the Eaton Community School District. Accordingly, should you have any questions regarding this Management Plan, or wish to see this plan, please contact Rodney Mann at 937/456-5481 or e-mail him at rmann@eaton.k12.oh.us. You may view the plan during normal business hours (7:00 a.m. – 3:00 p.m., Monday through Friday) by appointment. Copies may be obtained for \$.25 per page.

SUSPECTED CHILD ABUSE

According to Ohio law, persons whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

STAY SAFE SPEAK UP/STUDENT HELPLINE

Stay Safe Speak Up is a 24-hour anonymous tip line. Callers can leave a message and school officials will respond. All students must be encouraged to relay information directly to school staff or to use the helpline. The helpline is 1-866-547-8362, and reporting can also be completed on line at www.eaton.k12.oh.us, click on Stay Safe Speak Up in the quick link section.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

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

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

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other

school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

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

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

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

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

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

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

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

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report

shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

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Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

VI. ADDITIONAL SERVICES

SCHOOL MEALS

Food and drinks are only allowed in the cafeteria, and only during breakfast and lunch hours. Breakfast will be served from 8:20 a.m.-8:40 a.m.

FREE AND REDUCED PRICE MEALS PROGRAM:

To apply for free/reduced-priced meals, a parent/guardian can apply at PaySchoolsCentral.com. Students that qualify according to the Federal Guidelines may receive breakfast and lunch free or at a reduced price. Students who were approved under this program during the previous school year will continue to receive benefits for the first thirty (30) days of school or until a new determination is made. New applications are required to be completed each year unless you are Directly Certified through SNAP or OWF. The PS link can also be found at: www.eaton.k12.oh.us – select Lunch Program – Free and Reduced Lunch Application. If you have questions or need assistance, you may contact the Superintendent's Office at 456-1107. All parents/guardians may apply at any time during the school year. Menus will be sent home via Parent Square each month and are available on the school website.

SPECIAL DIETARY NEEDS:

If a student has been determined by a doctor to have a condition that would prevent the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. The doctor must provide this information to the school, in writing. If a substitution is needed, there will be no extra charge for the meal. If a student needs substitutions because of a handicapping condition, please contact the cafeteria manager at the school.

LUNCH GUESTS:

Due to space and safety concerns, visitors will not be permitted during the students lunch period.

No food or drink is to be consumed outside the cafeteria during breakfast and lunch, unless permission is given by a teacher.

LUNCH ACCOUNT POLICY

Each student will have a lunch account. Money may be deposited into this account as frequently as needed. This can be done by sending cash or check to school with the student, or by creating an account through PayschoolsCentral.com. A student will use his/her student ID to access the money to purchase a breakfast or lunch. There are no loans given from Food Service. This means that students are to have money either in hand, or on their account when going through the lunch line. At any time students may purchase snacks if they bring money in-hand, or have

funds on their account. If your child has a negative balance on his/her lunch account, they will not be able to purchase snacks until such negative balance has been paid. Parents will need to send a check or cash to school with their child, or use

PayschoolsCentral.com to cover any delinquencies in the student's lunch account.

TRANSPORTATION
The Transportation Department of Eaton Community Schools is governed by the district's policies, Ohio Department of Education, and Ohio State Highway Patrol. Our first priority is to safely transport students. Please read and follow all rules for the safety of all students.

Please follow the chain of command when trying to address problems, concerns and questions that may arise.

- 1st step – Bus Driver and/or Director of Operations
- 2nd step – Principal
- 3rd step – Superintendent
- 4th step – Board of Education

General Information/Procedures:

1. The Ohio Administrative Code states that students should be at the bus stop FIVE (5) MINUTES before the bus is scheduled to arrive. Students missing the bus at their designated stop are not permitted to board at another stop.
2. Students will be sent home in the designated manner, unless parents/guardians contact the school office. Other relatives, neighbors, and friends are not authorized to change a student's transportation.
3. Students are to wait at the designated place of safety until the bus driver has stopped the bus, opened the door and given the appropriate hand signal before students approach the bus. Also, when exiting the bus, students must go to and wait at the designated place of safety to wait for the driver to give the appropriate hand signal for students to cross the street in front of the bus or proceed on to their home. This allows the driver to keep a visual contact with students as he/she drives away from the bus stop.
4. **Students in grades K thru 3 must have a parent or guardian at the stop to pick up student(s). If no one is visible, the student(s) will be returned to the bus garage on Lexington Ave.**

Safe Bus Boarding, Riding and Exiting Rules:

1. Passengers are under the authority of the bus driver while boarding, riding and exiting the bus.
2. Students are required to follow all procedures regarding their designated place of safety.
3. Students must go directly to their assigned seat so the bus may safely resume motion.
4. Students must remain properly seated keeping aisles and exits clear.

5. Students must observe classroom conduct and obey the driver promptly and respectfully.
6. Swearing, teasing and verbal abuse are prohibited. Respect other people and their property.
7. Eating, drinking, and chewing gum are not permitted on the bus except as required for medical reasons.
8. Students may not use or possess tobacco, alcohol, or drugs on the bus or at the bus stop.
9. Students may not throw or pass any objects inside or outside of the bus.
10. Students may carry on the bus only objects that can be held on their lap and kept secured.
11. No part of the body (arms, head, legs, etc.) or objects should be placed or thrown out the windows.
12. Bullying, fighting, and other aggressive behaviors are prohibited.
13. Firearms, weapons, explosives, or other dangerous materials are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance. Glass and balloons are also prohibited on school buses.
14. The use of any electronic device that prohibits communication with a student, distracts or interferes with the safe operation of the bus is prohibited.
15. Any act of vandalism, marking, or destroying any part of a bus is prohibited.
16. Silence at railroad crossings is mandatory.
17. The Student Code of Conduct and other school rules shall apply at all times.

Safety is important when riding or driving a school bus. If a student's behavior becomes a problem by not following the above rules, riding privileges may be revoked. Students should report any problems they are having on the bus to the driver.

Misbehavior on the bus:

If misbehavior occurs, discipline procedures will generally be based on the following guidelines:

Offense #1 – Written referral issued.

Driver submits copy for administrative file to principal.

A copy of the write-up will be sent home with the student.

Offense #2 – Written referral issued.

Driver submits copy of administrative file to principal.

A copy of the write-up will be sent home with the student.

Administrative discipline issued.

Offense #3 – Written referral given to principal.

Administrative suspension of transportation privileges – three (3) days.

Offense #4 – Written referral given to principal.

Administrative suspension of transportation privileges – five (5) days.

Additional Offenses – Written referral given to principal.

Administrative suspension of transportation privileges – ten (10) days.

Continued violations may result in the loss of transportation privileges for the remainder of the school year.

The following actions may result in an immediate suspension of transportation privileges:

1. Fighting on bus
2. Acts of vandalism and destruction on the bus
3. Insubordination to a driver
4. Profanity directed toward bus driver and/or assault or the threat of assault
5. Use or possession of alcohol, drugs, tobacco, or matches
6. Possession of dangerous or potentially dangerous objects
7. Dangerous behavior

Permission to change buses: Students are assigned to ride certain buses. Students are required to take their customary means of transportation home from school. Students are not permitted to ride another bus or get off at a different stop unless a Change of Transportation Form has been completed and approved by the Transportation Department. In the event of a family emergency, which requires a change in transportation, a parent must call the Transportation Department at 937-456-4330 for approval.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board of Education, as a part of the district's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school transportation vehicles shall utilize video cameras on school vehicles transporting students to and from curricular and extra-curricular activities.

The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The video tapes are student records subject to school district confidentiality, board policy, and administrative regulations. They shall be used in accordance with the provisions of the law and board policy.

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, ancestry, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participate 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. (Adoption date: June 1, 2003)

NONDISCRIMINATION ON THE BASIS OF GENDER

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education. (Adoption date: June 1, 2003)

Title IX regulations also require that educational programs receiving federal funds publish a statement indicating that they do not discriminate on the basis of gender in the education programs or activities they operate. The district statement is as follows:

The Eaton Community School District does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Inquiries to the district concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office for Civil Rights of the United States Department of Education. The district's Title IX Coordinator is Miss Anne Imhoff, 306 Eaton Lewisburg Road, Eaton, OH 45320. Telephone, 937-456-1107.