

Trimble Elementary School

Student Handbook

2018-2019



August 15, 2018

Dear Parents/Guardians of Students,

Welcome back! It is time to start another school year at Trimble Elementary / Middle School. I hope you had a safe and relaxing summer. Our staff is looking forward to another successful and positive year.

In this handbook, you will find a variety of information necessary to have a positive and safe school year. Please familiarize yourself with this information as well as the code of conduct, which are both online. Once you have reviewed the handbook with your child, the handbook agreement that students brought home with their beginning of the year paperwork will need to be completed, signed and returned to the child's homeroom teacher.

Our goal here at TES/TMS is to work together with parents/guardians as well as the community to provide excellence in student achievement. The relationship between home and the school is especially important and vital to a student's success. Teachers and the office will be communicating regularly regarding your child's progress and any applicable building information. The school needs your support and involvement. Please make sure teachers and staff members are aware of any problems that your child might be experiencing. In addition, it is vital that your child is in attendance consistently and on time daily to help ensure their success.

Please join our Parent Advisory Council, participate in fundraisers, and attend school events. These items help the school and support your child at the same time, so that he/she has a positive educational experience.

If you need additional information or have any questions, please feel free to visit our school district website at <http://trimble.k12.oh.us/> or call the school at (740) 767-2810. For ongoing information, please visit our Facebook page under Trimble Elementary/Middle School or follow us on Twitter @TrimbleESMS. We look forward to a positive year with you and your child.

Sincerely,

Mrs. Jamie Taylor

Principal

Trimble Elementary/Middle School

General Information

Vision Statement

At our Pre-School – Fifth grade building, we believe that it is our mission to make sure that every child receives a quality education. We believe that each child is an individual and has the right to be educated at his or her own level of achievement and to his/her fullest potential. The staff believes that the task of our school is to create a learning environment that grows all learners and provides students with the tools they need, both academically and socially, so that they can be productive and contributing members of our society.

School Information

School hours are from 8:45 am until 3:15 p.m. daily. School doors will open ten minutes prior to the start of the school day. Students who arrive earlier than this time will not be supervised as staff members will be in meetings.

Office Staff Directory

Mrs. Jamie Taylor	Principal, P - 8
Mr. Phil Faires	Dean of Students, P - 8
Mrs. Loretta Jones	Administrative Assistant
Mrs. Amy Kish	Administrative Assistant
Mr. Thaddeus Fields	Coordinator of Special Education
Mr. Jeremiah Brown	School Psychologist
Dr. Diane Hobson	Coordinator of Testing and Curriculum
Mrs. Becky Handa	ACCD School-Based Social Worker
Mrs. Ashley Woods	School Counselor, P-8

School Policies and Procedures

Attendance / Absences

The Ohio Department of Education grades all schools on student attendance. They have set a minimum student attendance rate at 93%. Trimble Local School District's goal is to have at least a 95% rate of student attendance.

Parents/Guardians are required to notify the school if their child will be absent from school. Parents should call the school (767-2810) within the first half hour of school (8:45 – 9:15). If the school does not receive a notification of the student's absence, the school is required by law to notify the parents that the child is not in school. Our school district has an automated calling system that is utilized for this purpose. Parents are asked to provide the school with a primary phone number where someone can be reached during school hours by school personnel.

After an absence, the student must bring a note from his/her parents/guardians stating the reason for the absence. Without a note, your child's absence will be marked as unexcused. If your child had a doctor's appointment, the school must have a doctor's note. All excuses are to be given to the teacher, who will forward them to the school office. Please note that a doctor's excuse may be required of any student with excessive absences (more than 7% absence rate without medical excuses during the current or previous school year.) To be documented as a medical excuse, a note must state the student needed to be out of school for a specific length of time as a result of an illness, injury, or treatment.

It is your responsibility to pick up your child in a timely manner when the school contacts you for sickness, injury, behavior, etc. Please make sure the individuals listed on the Emergency & Personal Information Form are available during school hours to pick up your child in a timely manner if contacted. (ID must be provided when picking up a student.)

The Trimble Local School District recognizes the following excused absences from school:

1. Personal illness or medical/dental appointments (doctor verification with appointment time noted) following visit
2. Illness in immediate family
3. Death of a relative
4. Observance of religious holiday
5. Other good causes approved by the principal in advance.

Additional Attendance Policies and Procedures

1. A student will not be counted absent when his/her bus does not run or when the student is participating in field trips, school related activities, or an activity which has been approved by the principal in advance.
2. Students arriving after 8:45 a.m. and until 9:15 a.m. are considered tardy to school. These students must be signed in at the office by a parent/guardian.
3. Students are permitted five days of parent excused notes per semester. After the fifth parent note in a semester, further parent notes will be considered unexcused.
4. Due to Health Department guidelines, a student with live head lice will be sent home by the school nurse or principal. The day the student is sent home will be considered an excused absence. However, this policy is limited to three times per school year. If the child does not return to school the next day, a parent may write a note and it will be considered one of the five parent excused notes per semester. After that time, the absences are considered unexcused.
5. According to Ohio Revised Code, students can be retained if a child is absent 10% or more of the school year and fails a minimum of two classes.
6. Requests for early dismissal should be limited. A written note from the parent/guardian is required in order for a student to be dismissed early. The note must state the reason, have a time, and be signed. Students are only dismissed to those adults listed on the Emergency Medical Form.
7. Students leaving before 3:00p.m. will be marked as missing half a day.
8. Students leaving after 3:00 p.m. and before 3:15 p.m. are considered unexcused early release until they return with a doctor or parent note with an appropriate excused absence.
9. For safety reasons, the office staff does not permit parents/guardians to call in with bus note/end of the day changes. Notes should be sent to school with their child on the day of the change or parents/guardians can bring in a note prior to 10:00 a.m.

Excessive Absences

Parents of children who have a record of missing too many school days may be involved in one or more of the following: parent conference, counseling, administrative hearing, student after school make-up time, and juvenile court referral. The County attendance officer will be notified after a student has five unexcused absences.

Tardiness

Tardiness will be counted from 8:45 a.m. to 9:15a.m. The student must be signed in at the office by a parent/guardian. A pass will be given to the student to be admitted to class from office staff members. Cases of frequent tardiness will be reviewed by the principal. Five tardies within one semester will result in a conference between the parent and principal. Ten tardies within one semester will result in

the district attendance officer meeting with parents. Fifteen tardies within one semester will result in the county attendance officer being notified.

Admission, Withdrawal & Office Requests

Admission

In order to be enrolled as a student at Trimble Elementary, parents must be able to provide the office staff the following documents:

- Copy of the original birth certificate
- Copy of social security card
- Previous school records, including IEPs and ETRs
- Proof of Residency
- Custody papers, if applicable
- Special custodial parent requests, if applicable
- Copy of shot records
- Proof of Immunizations

The following immunizations/vaccinations are required: DTP- 5 required, Polio- 4 required, Measles, Mumps, Rubella Combination- 2 required, Hepatitis B series- 3 required, and Varicella- 2 required.

Withdrawal / Transfer

Please send a note to your child's teacher as soon as you know your child will be withdrawing or transferring from our school. Please indicate the last day of attendance, your new address, and the district your child will be attending.

When a child is enrolled in a new school district, the parent will sign a release form that will be sent to our school. Once we receive the notice, we will mail the new school district the student records.

Office Requests / Reminders

Emergency Medical Form- This form must be completed and returned to the school by the first Friday of the school week. Parents are responsible for informing the school when information, such as phone numbers and addresses, change. These changes also include any changes in your child's medications. This form is kept on file in the school office. Failure to provide this legally required information will result in your child NOT being able to attend school.

Field Trip Permission Form- This form must be completed and returned to the school by the first Friday of the school week. This form will be used for **all** field trips that take place throughout the year.

Parents/Guardians will continue to be informed of all field trips by their child's teacher, but will not need to send in a field trip form for each individual field trip.

*It is your responsibility to pick up your child in a timely manner when the school contacts you for sickness, injury, behavior, etc. Please make sure the individuals listed on the Emergency & Personal Information Form are available during school hours to pick up your child if contacted. (ID must be provided when picking up a student.)

Arrival to School

When students arrive to school at the start of the day, they should report to the cafeteria for breakfast and wait for dismissal to class. A reminder that students should not arrive to school prior to 8:35 a.m. as there will be no staff members available to provide supervision.

Parent Drop Off

Students will need to be dropped off at the side parking lot of the building in front of the teacher on duty. Follow the directional markers to keep traffic flow moving safely. Students should be dropped off directly in front of the staff member on duty only. For safety reasons, do NOT let your child out of the car until it is your turn and you are parked directly in front of the staff member where it says "student drop off."

If you bring your child to school after 8:45 a.m., you must park your car and come into the office to sign your child in with the office staff.

Students arriving after 8:45 a.m. and before 9:15 a.m. are counted tardy. Students arriving after 9:15 a.m. are counted half day absent.

If you have difficulty arriving at school on time or if you are unable to wait until 8:35 a.m. to let your child off, we kindly suggest that you consider having your child ride the bus.

End of Day Dismissal

At the start of the school year, parents will complete a Bus Transportation Form for their child, indicating whether the child will go home on the bus, get picked up, or walk home. A change in your child's regular end of the day procedures must be provided to the office in the form of a signed note (this includes bus changes). Your child should present the note to his/her homeroom teacher as soon as he/she arrives to class. For safety reasons, calling in a change for your child is not accepted. Both the Transportation form and Emergency Medical Form must have the same designated pick-up people listed. Please make sure there are several people listed.

Bus Transportation

At the end of the day, once all the buses have arrived, children will be dismissed to get on the buses in the front of the building. Busses will be called over the intercom, and students will be dismissed accordingly.

Parent Pick Up

Parents must park in the side parking lot, NOT the front of the building. If you park in the front, you will be directed to move. Parents are asked to enter the front of the building and remain in the vestibule. All parents picking up students will need to sign their child out in the vestibule with the teacher on duty. For safety reasons, you are not permitted to enter the front hallway unless directed to the office by the teacher on duty.

Staff members will ask for identification of all adults who pick a student up until they become familiar with them. If an adult is not on the approved list of people to pick the child up, they will not be permitted to do so and will be directed to the principal's office.

Walkers

Only students in grade 5 who live in Jacksonville are permitted to walk home from school. If you would like your child to walk home, please indicate this on your child's Transportation form. For safety reasons, walkers will be the last students dismissed from the school and only after all buses have departed.

*The dismissal procedure typically requires some adjustments at the start of each school year. It is important that our end of the day procedures effectively monitors the safe dismissals of our students. Your patience and understanding with this matter is greatly appreciated.

Bus Procedures & Expectations

The primary purpose of our pupil transportation system is to provide safe and efficient transportation to and from school and planned educational field trips.

Bus transportation is a privilege, NOT a right. The operation of school transportation is clearly governed by the State of Ohio, in RC 322.01 and 3327.012.

All provisions of the Trimble Local Student Conduct Code are in effect during the normal pattern of going to or from school.

Special Concerns with Bus Transportation

1. Please make sure your child knows he/she should go to the elementary office if the bus leaves school without him/her. A student should never walk home.

2. Please make sure your child knows the proper way to cross the road, if this is necessary when a bus unloads. When your child goes to school, watch to see that she/he is following these rules:
 - a. The child should never cross behind the bus.
 - b. The child should maintain eye contact with the bus driver.
 - c. The student should not cross the road until the bus driver has given the signal and the student looked both ways.
 - d. The student must stay at the designated bus stop safely away from the road.
3. Please make sure that your child knows that she/he should never run beside a bus, go under a bus, or engage in horseplay beside a bus. Children should never chase a paper, which has blown into the roadway or under a bus.
4. Remind your child of the importance of following the bus driver's instructions. Bus drills or actual emergencies are the only time when a student should ever unlock the rear bus doors.
5. Please remind your child to never get in a car with a stranger.
6. There should be a designated bus stop near your home. Children need to be at the bus stop when the bus arrives. If your child is picked up close to home, they need to be visible to the bus driver, not waiting indoors.
7. Students will receive a form in their take-home packet designating a permanent drop-off location which needs to be returned with the other personal information papers.
8. The office receives many calls during the school day regarding bus changes for children. We strongly encourage parents to designate a permanent drop-off location for your child. This will cause less confusion for your child at the end of the day.
9. Pupils must board and leave the bus at the assigned location unless they have a written parental note AND administrative authorization to do otherwise.

Bus Rules

1. Students should take a seat immediately upon entering the bus.
2. Students shall obey the instructions and requests of the driver.
3. Students remain in their seats until time to leave the bus.
4. Students shall conduct themselves in an orderly manner while on the bus.
5. Students shall not be loud or use improper language, and keep hands and feet to themselves.
6. Windows may be adjusted **only** with permission of the driver. Hands, arms, objects must remain inside the bus – no waving or throwing objects out of the bus.
7. No littering on the bus.
8. No eating or drinking on the bus.
9. If a student damages a seat on a bus, restitution of seat will be charged to the parent.

10. Possession of tobacco, alcohol, or drugs is prohibited.
11. Transporting live animals on the bus is prohibited.
12. Large objects, such as helium balloons, are prohibited on the bus.
13. Pupils shall wait until the bus comes to complete stop before standing to get off the bus.
14. If object brought on bus does not fit in a book bag it is not allowed to be brought onto the bus.
(I.e. basketballs, footballs, volleyballs, baseballs, softball, etc.)

Chain of Command with Bus Concerns

If your child has problems on the school bus, first contact your child's bus driver. If the problem persists, then contact Bob Lowery, Bus Transportation Supervisor, at 767-2525. If a resolution is not reached, then please contact Mr. Faires, Dean of Students, at 767-2810.

In addition to the above situation, a parent/guardian should contact the bus garage regarding any of the following issues:

1. Missing children
2. Late bus
3. Request for a bus stop change
4. Concerns regarding the bus or the driver

Mr. Faires should be contacted at 767-2810 regarding any of the following issues:

1. Disciplinary matters which occurs at the bus stops. Children may be disciplined for improper behavior at the bus stops. Law enforcement personnel may be contacted by school officials or parents when unsafe behavior is observed at a bus stop.
2. Disciplinary issues that remains unresolved after communicating with the bus driver.

Note: Mrs. Taylor should only be contacted if disciplinary issues remain unresolved after a parent/guardian speaks to the bus driver, Mr. Lowery, and Mr. Faires.

Student Dress Code

Appropriate student dress is the responsibility of both the school and the home.

- Backpacks are to be kept in the classroom, not carried to and from classes.
- Student dress should not be distracting as to interfere with instruction.
- It should not, in text or picture, depict drugs, alcohol, violence, sexual content, profane or obscene messages.
- All undergarments must be covered.
- Shorts and skirts must be mid-thigh in length for all students.
- Leggings are permitted as long as the top comes to upper thigh in length, and covers private areas.
- No bare midriffs will be permitted; shirts must touch the top of the waistband.

- The belt line of pants will be worn at the student's waist. No head apparel will be worn while in the building (hats, bandanas, etc.) unless approved by the principal.
- Backless shoes, such as flip flops, are not permitted be worn for safety reasons. Backless shoes become highly problematic in gym and on the playground, often resulting in injuries.
- Students enrolled in Physical Education (all grades) must wear rubber-soled tennis shoes. Your child's P.E. teacher will communicate the P.E. schedule with you.
- Holes in pants, shorts, or dresses must be no larger than one inch and must not be located one inch higher than the top of the knee cap.
- All shirts must have appropriate necklines.
- Heavy chains attached to pants/backpacks should not be worn or brought to school.

Note: No list of dress and appearance guidelines for students can be written which anticipate all dress and grooming extremes. In the case of questionable dress or grooming which is not covered in the guidelines above, the Principal and/or Dean of students will make the final decision.

Discipline / Code of Conduct

The Trimble Local Board of Education has adopted a Major and Minor Student Conduct Code. This code is reproduced in this part of the student handbook so that you may fulfill your responsibility in making sure that your child knows and understands this code.

Any student who finds or is given a substance which is a drug or counterfeit drug should immediately give that substance to a teacher, bus driver, aide or the principal. Any other action can result in disciplinary action under Section 5, Part III of the Trimble Local School District Student Conduct Code Revised 8-12-88.

Please be sure that your child knows that disciplinary action may be imposed if he/she brings guns, knives, cigarette lighters, tobacco and/or snuff to school.

TRIMBLE LOCAL SCHOOL DISTRICT

Student Conduct Code - Revised 8-12-88 (O.R.C. 3313-661)

Each teacher at Trimble Elementary / Middle School incorporates our building wide expectations into his or her classroom. These expectations are posted throughout the building and are made available to each student. Please review these common expectations and the following "Student Conduct Code" with your child. Please contact the school if there is any question about understanding these rules.

School-Wide Expectations: Trimble is a PBIS (positive behavioral intervention supports) school. Our elementary school school-wide expectations are the Tomcat GRR expectations: Go Safely, Be Respectful, and Be Responsible. There are consequences (as outlined below) for not following these expectations. In addition, there are rewards for students who consistently follow these expectations and/or go above and beyond what is expected. In addition, each class uses a colored self regulation meter (purple = going above and beyond what is expected, green = following the GRR expectations/classroom expectations, yellow = verbal warning, orange = warning/students fill out a "think sheet", red = office referral.

Part 1 - Student Rights

The Trimble Local School System recognizes the constitutional, legal, and moral rights of students. We recognize our responsibility to provide a safe, healthful, educational environment, and to provide an equal and appropriate education to all students regardless of race, religion, sex, national origin or handicap. Students have the responsibility to conduct themselves in such a way as not to interfere with the rights of others in the pursuit of their studies or their duties. The building principal (or his authorized designee) is charged with the authority and the responsibility of maintaining discipline in the school. School authority extends to school buses and school events, even outside school hours and off school property, that have a direct and immediate effect on school discipline and welfare.

Part 2 - Minor Misconduct Code

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or her designee(s), may face detention, loss of privilege and/or field trips, community service AND/OR suspension for a period of up to ten (10) days.

1. Willful or persistent tardiness.
2. Outside assigned area or leaving assigned seat or area without permission.
3. Throwing any object, including snow.
4. Insubordination, or willfully failing to respond to, or carry out a reasonable request by school personnel or other authorized person(s).
5. Profane, obscene, or suggestive language, gestures or expression, or possession of any material or object containing such expression.
6. Entering or remaining in an unauthorized area without permission. Each building principal will designate restricted areas for students.
7. Abuse or misuse of furniture, equipment, or supplies, including any use other than its designated function or purpose
8. Unhealthful, unsafe, immodest, or distracting clothing or equipment, including insufficient or excessive clothing or equipment.
9. Eating in any area except the cafeteria.
10. Insulting, provocative, or contemptuous language or expression.

11. Falsely reporting incidents, making false accusations, or giving false or reckless inaccurate statements which affect the welfare of others.
12. Horseplay, mischief, lack of self-control, especially any action which can result in self-injury, injury to others, or damage to property.
13. Persistent minor disturbances which affect instruction, the academic atmosphere of the school or its orderly operation.
14. Cheating
15. Forgery
16. Gambling or card playing
17. Public displays of affection - any physical contact beyond holding hands.
18. Possession or use of radios, tape players, electronic or other games or devices except those provided for instruction.

Part 3 - Major Misconduct Code

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or her designee(s), may face suspension for up to ten (10) days, loss of privilege and/or field trip, AND/OR expulsion for up to eighty (80) days. A suspension or expulsion at the end of a school year may be extended into the next school year by the superintendent. An expulsion may extend beyond eighty days if permanent exclusion is being considered. In addition, violations of local ordinances or violations of the Ohio Revised Code may be reported to the appropriate authorities for further action.

1. Disruption or interference with the educational process, or normal function of the school, including curricular, co-curricular, and extracurricular activities, and including school buses.
2. Vandalism, damage or destruction of private property or school property.
3. Fighting or assault, including threats, or inciting others to fight, threaten, or assault another, or forcing or threatening another person to do any act against that person's will, including inappropriate touching or interference with another person's clothing or accessories.
4. "Hazing" or "initiating", defined as doing any act, or forcing another, including the victim, to do any act of initiation onto a student or school organization that causes or creates a risk of harm or mental or physical harm to any person.
5. Use, possess, transmit, conceal, or be under the influence or exhibit behavior of a person using any dangerous, mind-altering, or intoxicating substance or drug, or anabolic steroid, or other controlled

substance, or counterfeit controlled substance as defined in Amended Section 2925.01(P) of the Ohio Revised Code.

6. Steal or transmit or be in possession of stolen property.
7. Leaving the school classroom, bus, activity, or assigned area without written permission.
8. Possess, maintain, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence.
9. Possession of animals, firearms, ammunition, explosives, fireworks, matches, lighter, sharp or cutting or pointed objects, or other dangerous materials or objects which may interfere with the safe operation of the school or school bus.
10. Truancy
11. Smoking and chewing any tobacco substance, or similar substance, or possession of any of these substances as defined in O.R.C. 3313.751, or possession of look-alike containers or smoking paraphernalia.
12. Defiance, especially including refusal of assigned punishment.
13. Willful or persistent violation of reasonable school rules or procedures, including, but not limited to, all rules stated in the Major and Minor Misconduct Codes.

Cell Phones & Electronic Communication Devices

Students are highly discouraged from bringing cell phones and other electronic devices to school. If a parent strongly believes his or her child should have one at school, the device must be turned off and kept in their lockers. **The school district is in no way responsible for any cell phone or electronic communication device that is stolen, broken, or lost.**

Any student who is found to have their ECD out during school hours and/or used it in some way without teacher direction for instructional reasons, found to have made a call or texted on their ECD, and/or contacted anyone on their ECD during school hours will face consequences from administration as follows:

1. phone taken and placed in a locked cabinet in the office until the end of the day for student to pick up / phone call home
2. phone taken and placed in a locked cabinet in the office until parent picks it up / phone call home
3. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (ISD) / phone call home
4. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (suspension and/or no electronics allowed by student on school property for the remainder of the school year / phone call home

Tobacco, Alcohol, and Drug Free Campus

The Trimble Local School District has adopted a tobacco, alcohol, and drug free policy for all of its facilities and school functions. The use of tobacco, alcohol, and drugs is strictly prohibited on any school property or school event.

Disciplinary action can be imposed if a student brings guns, knives, cigarette lighters, tobacco, and/or snuff to school.

Bullying Information

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 on the way to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means:

- 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 President of 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 statement may be sent with regular student report cards or may be delivered electronically.

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.

Miscellaneous

1. Student accident insurance is available at your cost. Please contact the school if you are interested.
2. All students should bring appropriate paper and pencils for their school work.
3. All clothing and other personal items should be marked with indelible markers or by other means.
4. Unless approved by a teacher and the principal, students must not bring toys, music players of any type, animals, or attention attracting items to school. This includes basketballs, footballs, kick balls, volleyballs, and jump ropes for recess. Recess balls will be provided by the school. The school will not be responsible for the damage, loss, or theft of items brought from home.
5. When another person's property is found, the found item should be given to the teacher or turned into the office.
6. Periodic tornado, fire, and safety drills are made to maintain the procedures which are needed in a real emergency. Students should follow their teacher's directions during such drills.
7. A written note from a doctor is necessary for a child to be excused from participating in physical education.
8. All staff members are required by law to report all cases of suspected child abuse/neglect to Athens County Children Services. Children must have warm clothing for outside recess in the winter. The lack

of proper clothing, cleanliness, unexplained physical injuries, constant inability to stay awake in class, etc. may be reported.

9. In emergencies, no child is to leave or be taken out of the building unless the office personnel are notified. Requests for special custody arrangements, denial of visits by non-custodial parents, etc. must be made in writing with proof of custody to the principal.

10. Each homeroom is permitted three half-hour parties per school year. Parents usually help plan and provide for these parties. Typically, we have one party in the fall, one in the winter, and one in the spring. Additional parties may be given as rewards.

11. Upon occasions, students need emergency clothing at school. Donations of clothing are accepted and used for this purpose. Surplus coats are accepted and will be forwarded to students in need of a coat.

12. School personnel are authorized to provide first aid. If a parent has specific information regarding the administration of first aid to his/her child, this information must be written on the emergency medical form. Also, please make sure that any health impairment, which could affect your child, is listed on that form.

13. Adult visitors to the school: All visitors are to report to the office upon arrival to obtain a visitor's pass. They are not to go directly to the rooms. Parents wishing to pick up students may do so only through the office. Parents must sign out any student before they are removed from the school. Teachers are instructed not to release a child to anyone who does not have office authorization.

14. Student visitors to school are permitted only upon approval of the teacher whose classes affected. Likewise, student visitors must have the advance permission of the transportation supervisor if they are to ride the school buses. All arrangements must be approved by the school principal.

14. The school will not facilitate the distribution in school of party announcements etc., which invite only part of a class or group.

15. Milk, 100% juice, and water are available at mealtimes for students. To encourage positive eating habits and improve the health and well-being of our students, pop or any type of energy drink will not be permitted at lunch.

16. No drinks or food should be consumed by students on the school bus.

17. Parents who suspect that their child should have a more thorough vision and/or hearing screening than we can provide at the school, may wish to contact the Athens City-County Health Department at 592-4431.

18. Individual pictures are taken in the fall and class pictures are taken in the spring. You will receive a brochure with the cost of each package listed. Send the form to school with your child on picture day

with your choices marked and payment enclosed. No charges are accepted. All students will have their pictures taken whether they purchase pictures for themselves or not.

19. Solicitation and/or Private Sales: Students are NOT permitted to solicit money from children or adults while on school property, including school buses or to offer items for sale without PRIOR approval from the principal.

20. Student Records: Directory Information (student name, athletic team participation, attendance, and graduation date) is available upon request. Parents and adult students may request that this information not be made available to others. Such requests must be made in writing to the school principal.

Playground Procedures

Students are expected to follow safe playground rules. Teachers have the right to impose disciplinary procedures, including the placing of students on the building wall and/or bench, to enforce good conduct and safe playground procedures. Please review the following rules with your child:

1. Once out of the building, students are to stay out of the building unless the playground teacher has given them permission to re-enter the building.
2. Students are not to pick up or throw rocks, sticks, snowballs, etc.
3. Unless special supervisory arrangements for certain games have been made by the teacher on duty, no hard balls or other objects which can cause injury should be used on the playground.
4. The use of balls may be suspended during times of wet or muddy conditions.
5. Students who appear to be fighting, playing rough, and/or tussling on the ground, etc. will be placed against the building wall or face additional disciplinary action.
6. Students with doctor notes requesting that they stay in at recess will be kept in either the library or the In-school suspension room.
7. No tackle football is permitted. Touch or flag football is permitted on the grassy area only for 4th & 5th grade students who have the supervising teacher's permission.

The playground equipment should be operated in a safe manner. Below are rules for the various pieces of equipment on the playground:

Swings:

1. Only one child in a swing at a time.
2. Up and down, not sideways swinging.
3. No standing in the swings.
4. No climbing swing chains or frames.
5. When pushing another child, stand in back of the swing, and do not go under the seat.
6. No jumping out of the swing when it is in motion.
7. Swings should not be so high that the chains buckle.

Slides:

1. Take turns going up the slide stairs.
2. Only one child at a time on the top landing.
3. No somersault on bar at top of the slide.
4. No sliding down poles of frame or climbing up the frame.
5. No walking up slide.
6. Always face forward.

Monkey Bars: Off limits to students in kindergarten and first grade. The fitness center monkey bars are the only ones the second grade students are permitted to use

1. Do not walk on the bars. Use hand walking only. Students are to go only one direction on the bars.
2. No sitting on top bars. No preventing others from hand walking.

Teachers/Principal have the right to supplement these rules with additional rules as the need arises.

Recess Participation: Children should be properly dressed for recess. Students will go outside if temperatures are 20 degrees or higher, with an acceptable wind chill.

Medication Policies & Other Notes from the Nurse

Prescription Medication: Any student who needs to take a prescription medication at school must have the correct form completed and signed by a parent/guardian and the prescribing physician. This form plus the medication in the original container must be on file together in the office.

Non-Prescription Medication: Any student who needs to take non-prescription medication at school must have the correct form completed and signed by a parent/guardian. This form plus the medication in the original container must be on file together in the office.

Health/Illness: Please keep your child home if they have a contagious disease or condition, are coughing heavily, or have a fever. Your child should remain home until he/she is 24 hours fever free without medications. A child must be well enough for all school activities, including recess.

Unusual Skin redness/itching: If a student develops unusual skin redness or itching, the principal or nurse may exclude a student from the school due to the possible existence of scabies or other communicable disease. Students should not return to school while the condition continues to itch.

Ill or Injured Student: If a student is ill or injured at school, the parent is notified, if possible. It is the parents/guardians responsibility to pick up the child in a timely manner when contacted to do so. When parents cannot be contacted, the directions on the Emergency Medical Form filed

with the school will be followed, if possible. Any change in emergency medical information must be made through the office and cannot be handled over the phone.

Tomcat Care Center

The school district has a Tomcat Care Center available to students, parents or siblings of students, and staff members. Our students are referred to our school nurse. The school nurse will still provide expertise and oversight for providing school health services and the promotion of health education. When a student is referred to her, the school nurse will make the decision on whether she believes a child will benefit from services offered at the center. Parents will need to provide permission before a child can be taken over to the Tomcat Care Center. It is our hope that by providing these services at school, attendance rates will improve. Anyone visiting the Tomcat Care Center must come into the school office to sign in and sign out for safety reasons.

Cancellation of School- Change in School or Bus Schedules

Changes in school or bus schedules may occur due to weather conditions, building, or bus problems. Please listen to the area radio and television stations regularly, especially in bad weather for possible cancellations, delays, or early closings. Please do not call the school or radio stations, as they will announce any information as quickly as they receive it from the superintendent's office. The district automated service will also send out a message. In addition, checking our Trimble Elementary Facebook page is also a good idea. It is always a good idea to have a plan in place for your child if school is let out early or cancelled. Discussing this with your child will reduce their anxiety if indeed the school does need to let out early. Please check the district's website for Plan A information.

Delayed school start

A delay of either 1 or 2 hours may be utilized. In the event there is a two hour delayed start, there will be breakfast served. Dismissal will be at the regular time.

- One hour delay- 9:45 a.m. Elementary Classes Begin
- Two hour delay- 10:45 a.m. Elementary Classes Begin

****If parents/guardians provide transportation to school on a day when the school does not provide it, the parents must also provide transportation home on that day. ****

Academic Information

Pre-School - Much of the first grading period in Pre-School is used to administer various assessments to determine instructional needs of each of the students, developing a rapport with the students, and familiarizing the students with the school building. Therefore, there are no midterms or grade cards given during the first grading period. For the second, third, and fourth grading period, the teachers will use a Pre-School grade card for any student who is at least 4 years old. Midterms are not used in Pre-School.

Kindergarten - Much of the first grading period in Kindergarten is used to administer various assessments to determine the instructional needs of each of the students, developing a rapport with the students, and familiarizing the students with the school building. Therefore, there are no midterms or grade cards given during the first grading period. Teachers will communicate the results of the beginning of the year assessments with parents/guardians. For the second, third, and fourth grading period, midterms will go home half way through the grading period for any student with an unsatisfactory rating in at least one subject area and a grade card will be send home at the end of each nine weeks grading period.

Grades 1-5: For each grading period, students in grades 1-5 will have mid-term reports sent home with every student.

Grades 1-5: For each grading period, students in grades 1-5 will have grade cards sent home with every student at the end of each nine weeks grading period.

Students who have an IEP will receive a progress report on your child's progress on his/her IEP goals at the end of each grading period. This progress report will be sent home in your child's report card.

The following grading scale has been adopted by the Trimble Local School District:

A 93 – 100%	C 73-76%
A- 90 – 92%	C- 70 – 72%
B+ 87 – 89%	D+ 67 – 69%
B 83 – 86%	D 60 – 66%
B- 80 – 82%	F 0 - 59%
C+ 77-79%	

Grades 1 – 5 will receive grades using the above grading scales for all subjects, except for physical education, music, and technology.

Kindergarten, physical education, music, and technology will use the grading scale below:

S+ 90 – 100%	S- 70 – 79%
S 80 – 89%	U 0 – 69%

Starting in Kindergarten, students will receive instruction in the specialty areas of Art, Music, Physical Education, and Technology. These classes rotate every three weeks throughout the school year. Your child will not have a grade for his/her special each nine weeks, since the rotation for specials is different. Instead, your child will receive one grade at the end of the school year.

Parent Portal is available to parents and can be accessed through our school district website. It is a valuable tool for parents and students to use to monitor grades on a regular basis. The district is encouraging you to take advantage of this tool. If you would like to set up a parent portal account, please contact your child's school

Guidance and Counseling - Trimble Elementary provides guidance and counseling as part of the school curriculum. These services consist of classroom awareness and prevention programs, small group guidance, and limited individual counseling. The counselor can make referrals for students who need additional services, long-term counseling, and/or therapy. The goal of the guidance program is to help students succeed academically, socially, and emotionally in the school setting. All students have access to these services. If you have questions, please contact Ashley Woods, School Counselor, at 767-2810.

Special Education Programming - Our district is proud of the variety of programming available to students who qualify for special education services. At the elementary level, Intervention Specialists provide instruction in self-contained classrooms, resource classrooms, and in full Inclusion settings. A School Psychologist is available for scheduled meetings with parents.

Gifted Services - Our school district continues to offer pull out gifted services to students starting at grade 5. These students have been identified through testing as superior cognitive gifted students. Parents are notified if their child has been identified as a candidate for gifted services. Students who qualify prior to grade 5 receive differentiated instruction from their classroom teacher that provides the appropriate amount of challenge and rigor.

Field Trips / Transportation outside the District

Fields trips are a valuable part a child's education. When a field trip is scheduled, a flyer will be sent home with information about the trip. Students cannot go on the field trip if they have not turned in the Field Trip form that is part of each child's beginning of the year paperwork. Students going to a field trip location are expected to go in transportation provided by the school district. Medical reasons may be approved by the principal as exceptions. Return from out-district-site may be by a private vehicle upon receipt of the district approved form, which states that the school district and its personnel will not be held liable for any accidents or injury which may be incurred.

In cases where health or safety questions exist, a student may be excluded from a field trip. A student's history of improper behavior and/or failure to comply with teacher requests can be considered when determining whether it is safe to allow a student to go on a field trip. Parents will be notified ahead of time by the teacher if it is a possibility that a child will not get to participate in the field trip.

A reminder to students that all school rules and policies are in place at any school sponsored event, regardless of location.

Recognizing Student Achievement & Academic Information

Honor Roll: Students in Grades 6-8 will be recognized and/or rewarded for earning all A's or A's and B's on their report card at the end of each grading period.

Perfect Attendance: Students with perfect attendance by grading period(s) and for the year will be recognized and/or rewarded.

Completed Work: Students who have completed work per subject(s) will be recognized and/or rewarded (this includes make-up work, homework, and missing assignments).

In an effort to recognize good behavior, a variety of PBIS strategies will be utilized for the elementary and middle school.

Social Media

On a regular basis, the Trimble Elementary/Middle School Facebook page and our twitter account @TrimbleESMS are updated with events taking place at the school. Please follow us so you can stay informed!

The next several pages are policies and procedures that are important for you to be aware of as parents/students. Additional information can be obtained on our district website or specific questions can be directed to the school office.

Trimble Elementary/Middle School School Parental Involvement Policy/Plan

PART I. GENERAL EXPECTATIONS

The **Trimble Elementary/Middle School** agrees to implement the following statutory requirements:

The school will work to ensure that the required school level parental involvement policies/plans meet the requirements and include a school-parent compact.

Schools will notify parents of the policy/plan in a language the parents can understand.

The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

If the school-wide program plan is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

The school will involve the parents of children served in decisions about how the funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY / PLAN COMPONENTS

1. The Trimble Elem/Middle School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- The plan will be drafted by the teachers and the principal based on the effectiveness of the prior plan's strategies.
- The plan will be reviewed at the following PAC meeting and changes will be made.
- The final plan will be distributed to all staff members
- Staff will be trained on the plan and implementation will be monitored.

2. The Trimble Elem/Middle School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- The PAC will provide feedback to building principal concerning the School Wide Positive Behavior Plan and the student handbook.

3. The Trimble Elem/Middle School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- The PAC will be given the attendance results of our parent/teacher conference nights and will give input on how to better serve the parents and increase attendance.

- The PAC suggestions for times will be shared with the teachers and will be reflected in the choices of times the teacher vote on at the start of the year.
- 4. The Trimble Elem/Middle School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - At the start of the year, parents will be given their child's achievement results from the state tests.
- 5. The Trimble Elem/Middle School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - Parents will have the opportunity to attend Parent/Teacher Conferences

Confidentiality

State and Federal law requires that student education records be maintained as confidential. See Policy [8330](#). State law further exempts certain information and records from public disclosure. See Policy [8310](#). As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the Superintendent to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified as confidential (whether such information is confidential by Ohio Law, Common Law Privilege, Case Law, or Federal Law), the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

The following portion of this policy applies **only** to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

REQUIREMENTS FOR TEACHERS IN TITLE I BUILDING

All teachers shall be "highly qualified."

"Highly Qualified" means:

- A. Full State certification as a teacher (including an alternative educator license) or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on a temporary basis
- B. For elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice)
- C. For secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate

degree, or advanced certification or credentialing

- D. For elementary, middle, or secondary school teachers with prior experience, this also requires:
 - 1. at least a bachelor's degree, and
 - 2. meets standards for new teachers (above),
or
 - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State)

Parents may request information regarding the professional qualities of the student's classroom teacher, including the following: If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under and emergency or temporary status in which State qualifications or licensing criteria are waived; The teacher's baccalaureate degree major, graduate certification, and field of discipline; and whether student is provided services by paraprofessionals, and is so, their qualifications.

ACCEPTABLE USE AND INTERNET SAFETY FOR THE COMPUTER NETWORK

The District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one (1) student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under eighteen (18) years of age, s/he must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the Policy to the School as directed or, if under eighteen (18), does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which s/he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the District before they are given an access account.

ACCEPTABLE USES

- A. Educational Purposes Only. The District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 - 1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all

materials are protected unless there is explicit permission on the materials to use them.

2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

PARENT AND FAMILY INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In accordance with statute and the State Board of Education Parent and Family Involvement Policy, use of the term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. Relationships with Families

cultivating school environments that are welcoming, supportive, and student-centered

B. Effective Communication

1. providing information to families about school policies, procedures, programs, and activities
2. promoting regular and open communication between school personnel and students' family members
3. communicating with families in a format and language that is understandable, to the extent practicable
4. providing information and involving families in monitoring student progress

5. providing families with timely and meaningful information regarding Ohio's academic standards, State and local assessments, and pertinent legal provisions;
6. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. working with families to establish learning goals and help their children accomplish these goals
2. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

PHILOSOPHY

The Board of Education believes that a sound philosophy, either written or understood, is the basis of any successful activity, business or school system. Guiding our thoughts in the formulation of this statement of philosophy is the basic premise that education must prepare students not only for further education, it must, in a very broad sense, prepare the student for life. Education, viewed as a "preparation for life" implies that we emphasize those experiences and those values that endure: those that are used continually by sound, effective and productive citizens all the days of their lives.

Such educational philosophy is desirable because it not only sets goals toward which we work, but also establishes a reference framework which is of value for educational planning, personal, and for the promotion of desirable policies and instructional procedures.

We acknowledge that the school must undergo continual self-evaluation in order to insure that it adapts in response to changing times without compromising the essential values of this policy.

We realize that philosophy is an intention of broad direction and general purpose. It is general and timeless and is not concerned with a particular achievement within a specified time.

We believe that all personnel employed by or associated with the Trimble Local Schools, whether engaged directly or indirectly in the process of education, will be called upon to act in a proper and/or professional manner.

The Trimble Local School District is committed to provide equal opportunities for all persons without regard to race, age, color, religion, sex, national or ethnic origin, or handicap.

DISTRICT WEBSITE AND POLICIES

The staff of Trimble Local School District understands the importance of communicating with the families of our students. The Trimble Local School District's Website at www.trimble.k12.oh.us contains important information including the following policies that families should refer to. These policies can be found by using the "District Office" link and going to district bylaws and policies. If you do not have access to a computer so that you can read these policies please contact us and set up a time to use a computer at our school.

<u>TOPIC</u>	<u>BOARD POLICY</u>
Academic Eligibility	2430, 2431
Advertising Outside Activities	5722, 9700
Athletics	2431
Attendance	5200
Bullying, Harassment, and Intimidation	5517.01
Bus Conduct	5610.04
Bus Transportation to School	8600
Code of Conduct	5500
Computers Technology and Networks	7540
Control of Blood-Borne Pathogens	8453.02
Control of Casual-contact Communicable Disease	8450

Control of Noncasual-Contact Communicable Diseases	8453
Course Offerings	2220
Credit Flex	5460.01
Due Process Rights	5611
Early Dismissal	5230
Early Graduation	5464
Educational Options	2370
Emergency Closing and Delays	8210
Emergency Medical Authorization	5341
Enrolling in School	5111
Equal Education Opportunity	2260
Field Trips	2340
Fire, Tornado, and Safety Drills	8420
Grades	5421
Graduation Requirements	5460
Homeless Students	5111.01
Homework	2330
Immunizations	5320
Injury and Illness	5330, 5430
Interrogation of Students	5540
Meal Service	8500, 8531
Nonprescribed Medications	5330
Penalties for Infractions	5610, 5610.04
Postsecondary Enrollment	2271
Preparedness for Toxic and Asbestos Hazards	8431
Parent Involvement	5410
Recognition of Student Achievement	5451
Scheduling and Assignment	5120
School Attendance Policy	5200

School Day	8210
School Sponsored Clubs and Activities	2430
Search and Seizure	5771
Self Transportation to School	5515
Student Assessment	2623
Student Attendance at School Events	5855
Student Discipline Code	3217, 5500, 5516, 5517, 5600,
Student Discipline Code	5610, 5610.01 - .05
Student Employment	5895
Student Fees and Fines	6152, 6152.01
Student Fund Raising	5830
Student Precinct Workers	5725
Student Records	8330
Student Responsibility	5200, 5500
Student Rights of Expression	5722
Student Well Being	3213, 4213
Students with Disabilities	2460
Transportation of Students by Private Vehicle	8660
Use of Cell Phones	
Use of Medication	5330
Use of School Equipment and Facilities	7510, 7530
Use of Telephones	9111
Videotapes on School Buses	8600
Visitors	9150
Withdrawal/Transfer from School	5130
Zero Tolerance	5600