

ROSSFORD SCHOOLS

ELEMENTARY HANDBOOK

WELCOME

Welcome to Rossford Schools. Rossford has been noted for its excellent educational system and caring community.

We are committed to providing your child/children with a strong foundation in the basic subjects, developing a positive self-concept, and providing them with a positive and stimulating learning environment.

Parents/guardians are encouraged to become involved in our schools. The Parent's Club offers many opportunities to volunteer services, and you are encouraged to visit our schools at any time. We welcome your questions and concerns, and we hope you will feel free to call our office should you have additional questions that need to be addressed.

ROSSFORD ELEMENTARY (Grades Pre K-5)

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ROSSFORD EXEMPTED VILLAGE SCHOOLS BOARD OF EDUCATION DISTRICT PHILOSOPHY

The Rossford Exempted Village Board of Education believes that the essence of public education involves the provision of programs and curriculum that meet student needs through the mission statement. The statement is considered to be of equal importance in the development and implementation of school curriculum and the planning of school programs. **The mission of the Rossford Exempted Village Schools is to educate and graduate all students to become creative, productive and respected members of society.** The Board of Education of the Rossford Exempted Village Schools promotes the development of curriculum with consideration for the mission statement, which is a developmentally sequential continuum of skills. Program development utilizing the mission statement must also include provisions for the

exceptionality of children.

Curriculum and programs developed with consideration for the above mission will reflect the values of the society during the time of its inception. Therefore, program and curriculum development remain fluid in order to respond to society trends. Each of these considerations work in concert to help to produce independent, capable and confident individuals as productive participants in our society.

VISION STATEMENT

Preparing and inspiring students to achieve excellence today, in college and career readiness in all future endeavors.

MISSION STATEMENT

To educate and graduate all students to become creative, productive, and respected members of society.

PRIORITIES:

1. Students have safe, secure and well-maintained conditions for learning.
2. Achieve and maintain the highest academic excellence as described by the Ohio Department of Education.
3. Future financial solvency is achieved and maintained.
4. Communication is comprehensive, consistent and transparent.
5. Respect and unity are demonstrated throughout the school community.

VISITORS

Visitors, particularly parents/guardians, are welcome at school. In order to properly monitor the safety of students and staff, **each visitor must report to the office and show a state-issued picture I.D. upon entering the school to obtain a pass.** Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any classroom disruptions.

Students may not bring visitors to school without first obtaining written permission from the principal.

Guidelines for Cafeteria Visitors

We are pleased to have parents visit our school and enjoy lunch with their child. In order to maintain safety and security, please follow the guidelines listed below:

- Check in and out at the front office (I.D. is required)
All visitors MUST wear a visitor badge from the office during all times of their visit.
- Please sit at the assigned family table.
- You may eat with your child only. You may not invite friends to join you and your child.
- Please do not share any outside food with other children.
- If a special visitor, such as a grandparent is planning to come, please be sure to write a note giving parental permission for the guest.

ATTENDANCE, TARDINESS, TRUANCY

Arrivals to School

School begins promptly at 9:00 a.m. for the students. Doors to the buildings will be opened at 8:45 a.m. We ask that students not arrive before that time. Students are to go directly to their classrooms. For students that eat breakfast at the school, the doors open at 8:30 a.m.

Departures from School

The policy for releasing students to a parent/guardian during the school day in cases of emergency, dental or doctor appointments is as follows:

- Parents/guardians are asked to write a note explaining why a child will be leaving school. The note should be given to the child's teacher at the beginning of the school day.
- When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school before he/she can leave. **(No student will be released to any individual who is not listed on the emergency medical form. A picture I.D. will be required.)**

The laws of the State of Ohio establish mandates relative to school attendance. **It is the responsibility of the parents/guardians to make sure the child is in school every day.** The only legal excuses for absences are:

A. Excusable, approved absences:

1. Personal illness
2. Death in the family
3. Observance of a religious holiday
4. Quarantine for contagious disease
5. Serious illness requiring student to stay home

6. Legal obligations

Notes: An excused absence does not mean that a child will not be marked absent. It is only a valid reason for being absent.

If a student is going to be absent, parent/guardian must contact the school before 9:30 a.m. and provide an explanation. If prior contact is not possible, the parent/guardian should provide a written excuse as soon as possible. The Missing Children's Act requires that the parent/guardian call the school to report the child absent. If the school does not receive a call by 9:30 a.m., the school secretary will call the parent/guardian at home or at work. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments.

B. Excusable, non-approved absences:

An absence from school for personal convenience (i.e., family vacation) is not provided for under attendance laws of Ohio. A form requesting absence from school for personal convenience is available from the office and must be completed by the parent/guardian at least one week in advance of absence. Teachers may, but are not required to, prepare assignments of very general nature for students when taking a convenience absence.

C. Truancy, unexcused absences:

Any student who is absent from school for all or any part of the day without a legitimate excuse or parent/guardian's knowledge shall be considered truant and the student and his/her parents/guardians shall be subject to the truancy laws of the state, with notification sent to the Wood County Courts.

D. Tardiness/early dismissals

Promptness must be exercised when arriving to school. The school buildings are open at 8:45 a.m. and students are expected to be in their classrooms at their desks at 9:00 a.m. when the final bell sounds. A student's attendance at the end of the school day is viewed as equally important.

E. Excessive absences

When a student accumulates excessive absences the following procedures will be followed: The principal can refer the parent to mediation at any time if there are attendance, academic, or other concerns. It is highly

suggested that parents get notes from their doctors whenever their child is seen and turn these in to the office.

A student will be considered habitually truant if the student is absent without a legitimate excuse for the following timeframes:

- Thirty (30) or more consecutive hours
- Forty-two (42) or more hours in one (1) school month
- Seventy-two (72) or more hours in one (1) school year

BICYCLES

Because of Rossford Elementary School's location, NO students will be permitted to ride bicycles to school. Students should ride the bus to school or be driven by an adult.

BIRTHDAYS

Students are permitted to bring a treat to share with their class for their birthday. Due to allergy concerns and time constraints, parents are encouraged to limit the treats to pre-packaged items that are individually wrapped. Please do not send flowers, balloons or other items to school for birthdays or other special occasions.

CAFETERIA

The Rossford Elementary School cafeteria offers a hot lunch and breakfast to pupils who wish to purchase food. Students may pay for their lunch or milk daily, or apply money to their lunch account for multiple purchases. Lunch prices are subject to change. Applications for free and reduced lunches are available in the school office and may be filled out any time of the year.

Money can be applied to your student's account in the cafeteria or on-line at lunchprepay.com. Money for extra servings or special treats, as well as lunches, will be paid directly to the cafeteria cashier. **Please be sure your child has his/her name on his/her lunch box.** **Energy drinks are not permitted in a school lunch.**

Please note: Students are encouraged not to charge lunches. However, students will be allowed to charge two lunches if they forget their sack lunch or lunch money. No further borrowing will be allowed until the I.O.U. has been paid. If the student forgets his/her lunch or money and still owes money to the cafeteria, he/she will be allowed to call home so that a lunch can be brought to school. If no one can be reached, the students will be given a peanut butter or cheese sandwich and a carton of milk.

CHANGE OF ADDRESS, TELEPHONE, JOB, HEALTH OF CHILD, ETC.

It is imperative that the school be kept informed of changes that would affect our ability to contact you either for routine matters or in an emergency. Please keep the school informed.

CHECKS

Throughout the year there may be times when you will be sending money to the school for cafeteria, supplies, etc. If you send a check, please make it payable to the ROSSFORD BOARD OF EDUCATION. Also, be sure to mark your child's name and homeroom teacher's name on the envelope.

CHILD ABUSE POLICY

It is the policy of the Rossford Board of Education to comply with the Child Abuse and Neglect Law (ORC 2151.421) with regard to the reporting of suspected incidents of child abuse and neglect.

The law requires that all school authorities, including school supervising persons and teachers acting in an official or professional capacity, having reason to believe a child less than eighteen (18) years of age, or any crippled or otherwise physically or mentally handicapped child under twenty-one (21) years of age, has suffered any wound, injury, disability or condition of such a nature as to reasonably indicate abuse or neglect of such child, shall immediately report or cause reports to be made of such information to the Wood County Department of Welfare.

CODE OF CONDUCT

The Rossford Board of Education has adopted a code of conduct for all students in the Rossford Exempted Village Schools. **Any pupil engaging in the types of conduct either specifically or generally like the conduct listed below or conduct that violates local, state or federal law may result in disciplinary action including loss of privileges, referral to counselor, referral to an intervention program, detention, Saturday School, in-school suspension, out-of-school suspension, in-school suspension at the Wood County Juvenile Detention Center (JDC), police report, restitution, emergency removal from school and/or recommended expulsion.**

It is the Rossford School's responsibility to provide the best educational opportunities for the students.

Students have very definite obligations and duties when attending school. No student can set him/herself a course of conduct which is detrimental to the equal opportunity of others to learn or teachers to instruct. Compliance with the rules and regulations in regard to dress, conduct and respect for teachers and administration is a duty of every student.

The rules and standards set forth in this policy apply to conduct on school premises or on school buses or involving school property, to conduct off school premises that directly affect other students of the school, and to conduct at school functions of any kind. This policy does not define all types and aspects of students' behavior; however, the Board of Education and superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each principal within his/her school may establish certain rules and regulations as consistent with those established by the Board of Education and the superintendent.

- A. **AIDING OR ABETTING:** If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- B. **ATTENDANCE:** All students enrolled in the Rossford Exempted Village School District are required to attend school daily. Students are required to attend all regularly scheduled classes. Students are required to remain on school grounds during school hours unless arrangements have been made between the parent/guardian and the school.
- C. **DISORDERLY CONDUCT:** Any action by a student that includes interrupting, hindering, agitating, violence, coercion, threatening, gang activity, disrespect to students or adults, or failure to follow a directive, including all curricular and extracurricular activities.
- D. **DISRUPTION OF THE EDUCATIONAL PROCESS:** Any actions that interfere with the educational process are unacceptable. Repeated acts of disruption will result in disciplinary action.
- E. **DRESS CODE:** Members of the Rossford Board of Education and its administrative and teaching staff believe that there is a definite correlation between student dress and student conduct.

The primary objective of maintaining standards of dress and grooming is to prevent possible disruption of the educational environment by permitting or condoning extremes that would negatively affect the learning climate. Styles of dress and grooming constantly vary, but by allowing for such changes, the school believes a minimum expectancy of dress will enhance the understanding of what is expected of students by parents/guardians, faculty and administration.

Fashion styles many times are not conducive to a proper educational environment. It is the responsibility of the parents/guardians to see that their child/children are appropriately dressed for safety, weather conditions and in good taste.

The Board of Education is aware that these standards cannot incorporate all variations of dress within them, but the following standards are established to promote the general welfare of all students in the Rossford Schools:

- 1. Proper undergarments must be worn and not visible.
- 2. See-through tops, midriff exposure, halter or tube tops, bare backs are not acceptable. Spaghetti-type straps, muscle shirts and similar type garments are prohibited. Tank tops or similar tops must be at least 2 inches in width at the shoulder.
- 3. No hats, bandannas, hoods or scarves shall be worn within the school building.
- 4. Students are expected to practice good grooming practices through frequent bathing, using deodorants and wearing clean clothing.
- 5. Shorts will be permitted to be worn throughout the school year. **Students will participate in all school activities (including recess) as they are dressed.**
 - Cut-off pants of any type will not be permitted. **Ripped jeans are not permitted.**
 - Shorts must be hemmed or cuffed. They **MUST** be at least finger-tip length when the student's arms are at their side.
 - Length, (mid-thigh), fit and style of shorts can be considered disruptive in a school setting. This includes, but is not limited to, swim trunks, short shorts, spandex or biker shorts and combinations of shorts. Parents/guardians will be contacted if length of the shorts is not appropriate.
- 6. Slacks and jeans may be worn if they have no holes. Pants are expected to be worn at the waist, not

down along the hips. Pajamas (bottoms or tops) are not acceptable attire.

7. Shoes, sandals, boots, tennis shoes and moccasins are acceptable. Socks are required to be worn with shoes, except canvas-type shoes or sandals. Shoes should be appropriate for your child's participation in gym and recess activities. Examples of unsafe shoes: clogs, heels, thongs, flip-flops, roller shoes, etc. Bare feet are prohibited.

8. Students will not be permitted to wear jewelry, buttons, badges, patches or clothing that pertain in any way to drugs, alcohol or tobacco. Profanity and obscenity on any jewelry, buttons, badges or clothing will be prohibited. Articles of clothing/jewelry, which are patently offensive to individuals or groups of individuals, wallet chains or jewelry with studs or spikes are prohibited.

9. Hoops and/or dangling earrings are discouraged for safety reasons. Also, articles of clothing and jewelry which may be considered a safety threat is prohibited.

- F. **DRUGS, ALCOHOL AND TOBACCO:** A student shall not possess, use, transmit, conceal, sell or exhibit the use of drugs, hallucinogens, volatile chemical, a counterfeit controlled substance or alcohol while on school property or at a school-sponsored activity. Violation of this rule will carry an automatic suspension from school. Students who must have prescription drugs in their possession shall notify the office on entrance into the school. A student may not consume or use any of the above prior to attending school or a school-sponsored activity (home or away). If the odor of alcohol is detected, the student will be considered in violation of this rule. This regulation also applies to a student's presence on school property at any time. A student who is selling or dispensing drugs, hallucinogens, volatile chemicals, a counterfeit controlled substance or alcohol while on school property, or at a school-sponsored activity, may be expelled from school and a complete report of the incident shall be filed with the police department of the City of Rossford/Perrysburg Township.

- G. **EXTORTION:** Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.

- H. **FAILURE TO COMPLY:** Students shall obey all lawful instructions of administrators, teachers,

substitute teachers, student teachers, teachers' aides, bus drivers and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel.

- I. **FALSE ALARMS AND FALSE REPORTS:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. It may seem like a prank, but is dangerous.

- J. **FALSIFYING:** Falsifying in writing the name of another person, falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to that school are not permitted.

- K. **FIGHTING, INTIMIDATION, THREAT, IMPROPER RESTRAINING, HITTING, OR CAUSING PHYSICAL INJURY:** All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No student shall participate in a fight, intimidate, threaten, improperly restrain, hit, or cause physical injury to other persons. Nor shall any student force or coerce any person to do anything against their will.

- L. **FIRES:** the attempt to set a fire, intentionally setting of a fire, or setting off of a fire alarm on school property or at a school-sponsored event is not permitted and will result in suspension or expulsion.

- M. **FORGERY:** The production of something forged, counterfeited, or fraudulent is not permissible.

- N. **GAMBLING:** Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering.

- O. **HARASSMENT:** Harassment of a student by other students or any member of the staff is a violation of Federal Law and is contrary to the Board of Education commitment to provide a physically and psychologically safe environment in which to learn. Every individual has the right to come to school without fear of demeaning remarks or actions. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment, and includes harassment online by e-mail, in chat rooms, or other written media.

Sexual Harassment in any form including, but not limited to, verbal, nonverbal, or physical contact will not be tolerated. Harassment regarding a person's gender, ethnic background, religious beliefs or disability also represents a violation of the Code of

Conduct.

Harassment, intimidation, or bullying behavior by any student in Rossford Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.
- P. **PROFANITY OR ABUSIVE LANGUAGE:** A student shall not use any profane or abusive language by verbal or written means, or by gestures, on school premises, on any school vehicle, or at any school sponsored activity, function or event.
- Q. **PUBLIC DISPLAYS OF AFFECTION:** Public displays of affection are not acceptable.
- R. **SMOKING AND TOBACCO:** Smoking and tobacco usage are a danger to a student's health, the health of others, and against the law. A student shall not possess use, transmit, conceal, or show evidence of use of tobacco while on school property or at a school sponsored activity.
- S. **TECHNOLOGY AND NETWORK ACCESS:** Rossford Exempted Village School District provides students with access to computer equipment, software and network services. These tools are to support learning related to the district curriculum. Students and their parent/guardian will need to read and sign the district Responsible Use Policy for Student Technology and Network Access form,

before a student is allowed access.

- T. **THEFT, DAMAGE, DEFACING, VANDALISM AND MISUSE OF PRIVATE OR SCHOOL PROPERTY:** No student shall steal or be in the possession of stolen property, damage or deface private or school property, or property of school personnel either on or off school premises. This includes any school-sponsored activity, function or event on or off school grounds.
- U. **TRANSPORTATION/VIOLATION OF BUS RULES:** Failure to abide by bus rules may result in loss of bus Privileges, suspension, or expulsion. Please refer to the section on transportation for bus rules.
- V. **WEAPONS AND EXPLOSIVES:** Firearms, knives, explosives, or other incendiary devices such as matches and lighters, or any other materials capable of inflicting bodily harm are prohibited on school property and at school-sponsored events. A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. It is a felony for a person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. Devices that deliver an electronic charge, as well as any devices that expel offensive or harmful gases are not permitted (ex. Zapping devices, stink bombs). Possession/display of devices, equipment or any other article whose purpose is related to possible violations of school rules or criminal law is prohibited.
- W. **ACADEMIC MISCONDUCT:** Including but not limited to cheating, plagiarism, and transmission of unauthorized academic information, will result in NO credit, and may be subject to disciplinary action.

All procedures involving emergency removal, suspension and expulsion will be directed at protecting the rights of the student under Ohio Law and the Rossford Board of Education Policy. A violation of any item in the preceding Code of Discipline may result in immediate suspension and/or expulsion. (Board Policy 5500)

SATURDAY SCHOOL

Students in grades K-5 may be assigned to attend Saturday School for any of the following reasons:

* Disruptive Behavior

* Drinking

- | | |
|--------------------------------|-------------|
| * Disrespect/Profanity | * Tardiness |
| * Failure to follow directions | * Fighting |
| * Damaging Property | * Theft |
| * Late Assignments | * Smoking |

A Saturday School assignment may range from 2-4 hours in length, depending upon the infraction, severity and frequency. Any student who fails to attend Saturday School may be assigned a suspension or an additional Saturday School date. Students are required to bring schoolwork or a book to read. Non-educational activities will be permitted. Students who are disruptive and/or violate any of the rules will be dismissed and immediately assigned two Saturday School assignments.

It is the parent's/guardian's responsibility to provide transportation to and from Saturday School.

IN-SCHOOL RESTRICTION (ISR)

Students in grades K-5 may be assigned to attend an in-school restriction for any of the following reasons:

- | | |
|--------------------------------|-------------|
| * Disruptive Behavior | * Drinking |
| * Disrespect/Profanity | * Tardiness |
| * Failure to follow directions | * Fighting |
| * Damaging Property | * Theft |
| * Late Assignments | * Smoking |

ISR may be issued in ½ day increments depending upon the infraction, severity and frequency. Schoolwork will be provided by teachers and help will be available from a staff member. Students who are disruptive and/or violate any of the rules may be assigned Saturday School and/or a Suspension from school.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism); in order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, certain procedures must be followed:

A. Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents/guardians will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

When a student is suspended, he/she will be expected to complete daily assignments during the period of suspension.

B. Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.

Within ten days after the superintendent notifies the parents/guardians of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before an official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

C. Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.S.A.), or Section 504 of the Rehabilitation Act of 1973.

EQUAL EDUCATION OPPORTUNITY It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed here: The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"): (hereinafter referred to as the "Cos").

Megan Spangler, Rossford Schools, 325 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-2010. Email: mspangler@rossfordschools.org.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a

student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the Ohio Department of Health's guidelines.

A. Conjunctivitis (Pink Eye)

Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child may return to school twenty-four (24) hours after antibiotic treatment has begun.

B. Skin Lesions

Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

C. Temperature

A child with a temperature of 100.0 degrees or more will be sent home. **He/she should not return to school until the temperature has been normal for twenty-four (24) hours without any fever-reducing medications i.e. Motrin or Tylenol.**

D. Head lice

If the problem is detected while in school, the child will be sent home. He/she will be permitted to return to school after treatment has been completed and all nits have been removed. The child will be checked by school personnel prior to reentering school.

CONFIDENTIALITY OF MEDICAL INFORMATION

It is important that the school nurse know your child's medical and psychosocial history. Disclosure of this information is given only to school personnel who care for your child. This disclosure is for the child's safety and health and is protected by the Privacy Act. Only school staff and the child's parents/guardians have access to the records.

NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are

respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

MEDICATION

The Rossford Board of Education's policy concerning the administration of medication to students is based on Ohio law.

1. Prescription Drugs

An administration of drugs request form **must** be completed and signed by the attending physician with the date, student's name, dosage and time of intervals.

The medication must be in the original container with the student's name and instructions clearly stated on the outside. **(Prescription drugs not in their original container will not be administered.)**

2. Inhalers

Ohio law permits students to carry asthma inhalers with the written consent of the students, physician, and parent. The completed authorization form must be on file in the school clinic.

3. Non-prescription Drugs

An administration of drugs request form must be completed and signed.

The student's name and instructions **must** be clearly stated on the container or package.

Parents/guardians may come to the school and administer medication to their child. Should you choose this option, please come to the office when you want to administer medication; we will call your child from the classroom.

CONFERENCES

Conferences will be scheduled with each child's parents/guardians in grades preschool through fifth on an assigned day in the fall. Parents/guardians will be permitted to sign up for the conference during the school's Open House at the beginning of the school year. Additional conferences will be scheduled throughout the school year at the request of the teacher and/or parent/guardian.

DISMISSAL

School dismisses at 3:30 p.m. and students are requested to board their school bus or be picked up by an adult authorized to pick up the child. If students have an alternate transportation form they should go home as indicated on the form. Students will go home each day as planned, please do not call the school with dismissal changes unless it is an emergency. If parents need to pick up their children prior to dismissal time, they need to come into the office and sign them out.

FIELD TRIPS

Class field trips are a wonderful means of enhancing our school curriculum. Students are expected to keep up with their daily schoolwork and are required to exhibit appropriate behavior when participating in a field trip. Students who choose not to follow the required rules/regulations may jeopardize their eligibility to participate in field trips.

At the beginning of the year, parents must sign a Permanent Field Trip Permission in *InfoSnap*. This signature will suffice for all field trips during the school year.

HOMEWORK/ASSIGNMENT POLICY

The assignment of homework can be expected. Student's grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

Not completing homework may result in loss of recess, a detention, or a Saturday School.

INJURY/ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

Students who become ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental/guardian permission, nor be released to any person not listed on the emergency medical form.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications; prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The nurse/nurse aide is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

INCLEMENT WEATHER GUIDELINES

When foul weather conditions hamper school operations, an announcement will be made over local radio and television stations (WSPD, WOHO, WCWA, WLQR).

1. Please sign up for notifications in PowerSchool for school delays and closings. Please Do Not Call the School Office.
 - **Indoor recess will occur if the actual temperature or the wind chill is ten degrees or below.**

Tornado and Severe Weather Conditions

1. The Rossford Police shall notify the central office when tornado or severe weather conditions exist in the area. The central office shall notify each school office of reported weather conditions. Other sources of weather alert notifications could include radio and TV stations, ham radio operators and civil defense authorities.
2. Each school office shall have the responsibility of notifying faculty and students of weather conditions by messenger to the classrooms, public address system or written communication.
3. Normal classroom procedures will be continued

when condition WATCH exists.

4. Building take-cover procedures will be followed when condition WARNING is in effect.
5. The weather bureau issues a Tornado Watch to give advance notice that tornadoes may occur in our locality. This gives us time to make preliminary plans for moving to a safe shelter quickly if a tornado is sighted. The Tornado Warning is an urgent announcement that a tornado has been reported and warns us to take immediate safety precautions.

Your radio is the best source of information during severe weather conditions, as school announcements regarding early or late dismissal will be called to the local radio stations. Please do not call the school office. Help keep telephone lines open.

6. Bus drivers have been instructed as to proper procedures if a tornado, or severe weather condition, is encountered while driving. If Tornado Warning or severe weather conditions exist at dismissal time, the central office shall determine whether (or when) bus runs will be made.
7. It is always the parent/guardian's prerogative to pick up his/her own child/children in the event of early or late dismissal. The parent/guardian must go to the school office and a messenger will be sent for the child/children. Under NO circumstance shall a child be picked up directly from the classroom or from the take-cover location.

LOST AND FOUND

A dedicated area will be established for lost and found items. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items at the end of each semester will be given to charity organizations.

Please *MARK* and *LABEL* all of your child's belongings.

NOTES FROM PARENTS/GUARDIANS

Many times during the school year you are asked to send a note to school for one reason or another. Please understand that the purpose behind each note is for the personal welfare of your child. The following items require notes from home:

1. **Illness or absence from school.**

2. Changes to dismissal and or transportation in accordance with Transportation Guidelines.
3. To remain with person attending conference/meeting at school.
4. If student is going to leave school early for a doctor's appointment, etc.
5. If a child is requested to stay in during recess, a note from the doctor is required.

PBIS

PBIS (Positive Behavior Intervention and Support) is one of the foremost advances in school-wide discipline. PBIS places an emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

PARENT'S CLUB

The Parent's Club exists for the purpose of promoting the welfare of children. They sponsor many educational opportunities for our youngsters, family activities and provide gifts to our schools.

All parents/guardians of students attending the Rossford Schools are automatically members, and we encourage you to become an active participant in the activities of your organization.

PROGRESS REPORTS

The primary goal of the progress report is to communicate to both parents/guardians and students the quality of the student's achievement and overall school performance. Quarterly progress reports to parents/guardians, coupled with parent/guardian and teacher conferences, assist parents/guardians in arriving at a realistic and comprehensive picture of their child's progress.

Reporting Periods: The school year is divided into four grading periods. Quarterly grades will be available online to parents at the end of each grading period. Parents will be notified by the district when grades for that quarter are complete. Paper copies of the grade card can be obtained in the school office if requested.

Note: Music, art and physical education reports are

issued twice a year, at the end of each semester.

Interim Progress Reports

The purpose of interim progress reports is to communicate to the parents/guardians how their child is progressing halfway through the quarter, providing ample time for student improvement before the quarter report.

Interim reports will be available online midway (fifth week) through the quarter to all parents/guardians. Teachers will contact the parents of a child who is having difficulty and is in danger of receiving a 1 or an N for an Academic Content grade in one or more areas. Only areas needing improvement will be checked. Interim reports may be sent when a student is working below capacity, but not necessarily doing poor or failing work.

The elementary schools have implemented standards-based progress reports. Since all curricula are based upon the Ohio Academic Content Standards, administrators and teachers feel that it's important to communicate student progress towards these standards and indicators to parents and students. The district is aligned with all three buildings using the same progress report at each grade level. In addition, the district uses PowerSchool, an electronic grade book to track student progress and print student reports. Parents are able to log onto a website to view their child's assignments and progress.

Students in grades K-2 will be evaluated according to student progress towards their grade level indicators using the following criteria:

- **4 = Advanced Achievement**
- **3 = Proficient Achievement**
- **2 = Basic Achievement**
- **1 = Needs Improvement**

Students in grades 3-5 will receive letter grades.

- The **Academic Content Grade** will be based upon student performance on grade level indicators.
 - **A** = 92-100% Advanced Achievement
 - **B** = 82-91% Proficient receive two Achievement
 - **C** = 70-81% Basic Achievement
 - **N** = 0-69% Needs Improvement
- **Grade level indicators** are a subcomponent of the *Academic Content Grade* and will be assessed using similar criteria as grades K-2.
 - **4 = Advanced Achievement**
 - **3 = Proficient Achievement**
 - **2 = Basic Achievement**
 - **1 = Needs Improvement**

PROMOTION, PLACEMENT, RETENTION POLICY

Guideline for End of the Year Assignment on the Progress Report

This information will appear in the 4th Quarter comment box on the final report card.

Placed – Student did not fulfill grade level standards and expectations, but retention is not recommended by the intervention team. Communication has occurred with parents throughout the year and prior to final progress report.

Promoted – Student has fulfilled grade level standards and expectations OR student has fulfilled individualized education goals.

Retained – Student did not fulfill grade level standards and expectations. Retention has been recommended by the intervention team or is required by the Ohio Third Grade Reading Guarantee. Communication has occurred with parents throughout the year and prior to final progress report.

SPECIALISTS AND SPECIAL SERVICES

The Rossford Schools offer many special services, and several specialists are employed to work with our students. Time schedules are subject to change due to weather, assemblies, etc.

- Rossford Elementary School has an art, library, music, STEM (Science Technology Engineering and Mathematics) and physical education teachers.
- Our reading specialists assist teachers in developing lessons to meet the needs of all learners. They also administer individual tests to students and work with the intervention team.
- Our media specialist and library aide provide our students with library skills instruction and provide them with the opportunity to check out books every other week. In addition to this program, many classes visit the Rossford Public Library.
- Rossford elementary school has intervention specialists to assist students who have special needs in certain academic areas. The assistance consists of individual and/or small group instruction according to the student's Individual Educational Plan (IEP).
- Our gifted education teacher/coordinator provides enrichment learning activities for students meeting the criteria for entrance into the program,

Gifted Education Advancing Rossford Students (G.E.A.R.S.).

- The Rossford school psychologist evaluates all students who have been referred for possible academic, social or behavioral difficulties.
- A guidance counselors provide services to the students at Rossford Elementary School. The purpose of our guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. The counselors try to do this in several ways:
 1. Helping our students feel at home in our school with teachers and friends.
 2. Identifies special needs of our students and works with small counseling groups.
 3. Provides classroom guidance activities to address special needs.
 4. Welcomes the opportunity to talk things over with any student, parent/guardian or teacher.
- Our speech and hearing therapists work with students who have been evaluated and identified as having special needs in the area of language development or speech and hearing therapy.
- Our school nurse and aides conduct various screenings throughout the school year, such as vision, scoliosis, head lice, measurements of weight/height, etc., and keeps all the immunization records up to date.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with the state standards and district policy.

Good attendance is stressed during this time because it is very difficult to complete all the make-ups that might be necessary.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Rossford Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

STUDENT RECORDS

There are two basic kinds of records, directory information and confidential records.

- Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents/guardians of the student restrict the information, in writing, to the principal. Directory information includes **a student's**

name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; dates of attendance; awards received; honor rolls; or scholarships.

- Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians. The only exception to this is to comply with State and Federal laws that may require release without consent.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. There may be a cost involved for copying records. If there is a need to review records, please contact the principal in writing, 24 hours in advance, stating the records desired. At that time, you will be required to provide proof that you are the child's natural parent/guardian. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions asked.

TELEPHONES/CELL PHONES/SMART WATCHES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Please help your child/children in remembering what should be brought to school each day so that it is not necessary for them to use the telephone.

If your child has a cell phone **or smart watch**, **it must be turned off during the school day and in the student's book bag.** Cell phones **or smart watches** may not be taken to the restroom, lunch or recess. Camera phones may not be used to take pictures without permission of the teacher or cause disruption to the school process.

The school accepts no liability for the loss, theft, or damage to personal cell phones or **smart watches.**

Misuse of cell phones/**smart watches** may result in consequences including detention, suspension, or confiscation of the device. The infraction steps are below.

- First infraction: phone taken and returned at the end of the school day.
- Second infraction: phone taken, parent must pick up the phone.
- Third infraction: phone taken, parent must pick up,

and consequence from school.

- Additional infractions will result in disciplinary steps.

TEXTBOOKS AND WORKBOOKS

Material Fees:

The Rossford Board of Education charges school fees to help cover the costs of consumable materials (workbooks, paper, art materials). Such fees or charges are determined by the cost of materials and shipping/handling. The district does not make a profit through any such fees.

Appropriate fees for materials, supplies and consumable materials will be approved yearly by the Board of Education.

School fees are due by the 2nd week of October.

Fines will be assessed when students fail to return borrowed materials when due or damage materials.

TITLE 1

Rossford Elementary School is a school-wide Title 1 building. Title 1 is a Federal aid program through which Ohio school districts receive funding to provide supplemental instruction for those students who qualify. The allocation of funds for each school district is based on a legislative formula dependent upon the distribution of low-income children and state per-pupil expenditures. However, Title 1 services are provided for all children who qualify as needing assistance regardless of income. Focused assessment throughout the school year provides an ongoing record of student progress, which enables classroom teachers and academic intervention assistants to provide interventions to meet the specific needs of each child.

TITLE I TEACHER/SCHOOL STAFF

In accordance with recent federal legislation, the No Child Left Behind Act (NCLB), school districts that receive Title 1 federal funds are required to notify parents of their right to request information regarding the professional qualifications of their child's teacher including degrees and certifications held and whether the teacher is certified in the area he/she is teaching. If you wish to receive this information, please contact the principal at your child's building.

TRANSFER (In or Out of District)

When you are transferring your child/children to another school, please notify the Rossford school that they are currently attending. The next step is to register them at the new school. The new school will then request your child's/children's records from Rossford. A current grade card, special class placement or other pertinent

information about your child is always helpful when registering at a new school.

TRANSPORTATION

Students who are riding to and from school or who are on school-related field trips on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Bus Discipline Guidelines and may be deprived the privilege of riding on the bus. A special bus disciplinary form is completed by the driver indicating the rule infraction and provided to the principal for any student conduct problems.

When a student is suspended from riding the school bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

SCHOOL BUS DISCIPLINE

1. Students will be expected to display acceptable standards of conduct at scheduled bus stops and during time transported.

2. The bus driver shall be responsible for the safe delivery of pupils to and from bus stops and assigned schools.

3. The bus driver will explain rules of conduct on the bus and report students to the Transportation Supervisor and the Principal when appropriate. In an emergency, the driver may take action necessary to control the situation.

A. Pupils shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.

B. Pupils must wait at their "designated place of safety" which is in a location clear of traffic and away from the bus stops.

C. Behavior at the school bus stop must not threaten life, limb or property of any individual.

D. Pupils will have assigned seats and must go directly to this assigned seat so the bus may safely resume motion.

E. Pupils must remain seated, keeping aisles and exits clear and keep their arms, hands and head inside the bus at all times.

F. Pupils must observe classroom conduct and obey the driver promptly and respectfully.

G. Pupils must not use profane language or gestures.

H. Pupils may not have tobacco or alcohol in their possession on the bus.

I. Pupils may not have drugs in their possession on the bus, this includes any prescription medication.

J. There is to be no eating or drinking on the bus unless medically necessary and approved by the driver. Lunches and other food must be kept in back packs or lunch boxes while on the bus.

K. Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative code). No balls, baseball bats, golf clubs, animals, glass containers or chemicals are allowed on the bus. Pupils must not throw or pass objects on, from or into the bus.

L. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

M. Cell phones, electronic games, cameras, I-pods, mp3 players and other similar devices must be kept in back packs and are not to be used except in emergency situations or other extenuating circumstances that are approved by the transportation department.

N. Any electronic device or other item is the sole responsibility of the student and the district will assume no liability in the event of loss or theft

O. If a parent is using a babysitter to watch children before or after school, it is the responsibility of the parent to ensure the babysitter is accountable. Any problems with a sitter, such as not being home or not being at the bus stop on time will result in the parent being called. Parents must give school authorities telephone numbers for themselves as well as their babysitter. In the event no caregiver can be contacted, police will be called. Children who do not have someone to get them off the bus when needed may be taken to the school, the bus garage or the police station for pick up.

P. The Principal will discipline the student in accordance with the Bus Discipline Guidelines and may contact the student's parents and may suspend the student for misconduct.

BUS DISCIPLINE GUIDLINES

Minor Offenses

- First incident – 5 days in an assigned seat; Principal talks to meets with student and is given a warning; the write up is mailed sent home.
- Second incident – 5 days in an assigned seat; principal talks to student; the write up is sent home.

- Third incident – 5 days in an assigned seat; principal talks to student; school discipline assigned – Loss of recess, detention, Saturday school, etc.; the write up is sent home.
- Fourth incident – A meeting with the principal, transportation director, driver (if possible), parent and student will be held. At the meeting a determination will be made as to how to proceed to correct issues. May include school discipline and loss of busing privileges for 3-5 days.
- Fifth incident – A meeting with the principal, transportation director, driver (if possible), parent and student will be held. At the meeting a determination will be made as to how to proceed to correct issues. May include school discipline, school suspension and loss of busing privileges for 5-10 days.
- Sixth incident – A meeting with the principal, transportation director, driver (if possible), parent and student will be held. Busing privileges may be lost for an additional 5-10 days and a recommendation will be made to the superintendent that the student's busing privileges be revoked for the remainder of the school year.

Major Offenses

Discipline may start at any step above or skip steps depending on the nature of the disciplinary problems or other extenuating circumstances.

Criminal actions are to be reported to the police.

TOYS, SKATEBOARDS, ROLLERBLADES, ELECTRONIC DEVICES

Students are not permitted to ride skateboards, rollerblades, roller shoes and scooters to school. These items will also not be permitted on the playground during normal school hours. Electronic games and devices (such as IPODS/MP3 players, pagers, laser lights & "zapping" devices") are not to be brought to school.

Students are permitted to bring a cell phone or smart watch to school, but they must be powered off during the day and they need to be stored in their locker /book bag. We do not allow locks on the lockers, so students bring them to school at their own risk. The school will not assume the responsibility for their loss or damage, and the principal may confiscate the items and disciplinary actions may be taken if they are seen during the school day. Items will be returned to parents/guardians only.