

Rossford Elementary School Student / Parent Handbook 2021-2022



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Respectful · Responsible · Ready

Table of Contents

Purpose of Handbook.....	1
District Priorities.....	1
PBIS	1
Attendance	1
Student Code of Conduct	2
Search and Seizure.....	5
Video Surveillance and Electronic Monitoring	6
Discipline Guidelines.....	6
Due Process.....	7
Suspension or Expulsion of Students in Grades Pre-K through 3	7
Discipline of Students with Disabilities.....	8
Additional Information	8
Birthdays	8
Cafeteria.....	8
Control of Casual-Contact Communicable Diseases.....	9
Drop-Off and Pick-Up Procedures.....	9
Electronic Devices (cell phones, tablets, smart watches, etc).....	10
Equal Education Opportunity	10
Fees	10
FERPA	10
Homework / Class Assignments	11
Lunchtime / Cafeteria Visitors.....	11
Lost and Found	12
Medication	12
Notes from Parents / Guardians	12
Parents' Club / Rossford Elementary PTO	12
School Hours.....	13
School Parties.....	13
Student Dress Code.....	13
Transportation / School Bus Rules of Conduct.....	14
Visitors.....	15

WELCOME TO ROSSFORD SCHOOLS

Purpose of Handbook

We are so pleased to have your family as a part of our school family! This handbook is just one of many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding practices, policies, procedures and programs. This handbook contains a partial listing of procedures, policies and guidelines. For a complete listing of these items, please refer to the school district web site, www.rossfordschools.org.

District 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.

Positive Behavior Intervention and Support

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.

Attendance

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

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. Excused Absences

1. personal illness (a written physician's statement verifying the illness may be required)
2. illness in the family necessitating the presence of the child
3. quarantine of the home
4. death in the family
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. observation or celebration of a bona fide religious holiday
7. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
 1. Any classroom assignment missed due to the absence shall be completed by the student.
 2. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
8. such good cause as may be acceptable to the Superintendent/designee

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

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. Unexcused Absences / Truancy

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. When a student becomes habitually truant from school, the following procedure will be followed: The student will be referred to the absence intervention team. The team will attempt to work with the student's parent(s) to develop an attendance intervention plan. The student will be given 60 calendar days after the implementation of the plan to participate and make satisfactory progress on the plan, as determined by the team. If the student does not participate or make satisfactory progress on the plan, as determined by the team, a complaint must be filed in juvenile court against the student 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 or Lucas County Juvenile Court.

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

D. Excessive Absences

When a student accumulates excessive absences the following procedure will be followed: The district will notify the parents in writing within seven days of triggering absence if the absences are for nonmedical reasons or without legitimate excuse. The student will follow the district's policy for addressing excessive absences. The district may refer the student and family to community resources, as appropriate.

A student is considered excessively absent when absent without a medical excuse for the following timeframes:

- Thirty-eight (38) or more hours in one (1) school month
- Sixty-five (65) or more hours in one (1) school year

E. Tardiness / Late Arrivals to School

Students arriving late to school (after 9:00 a.m.) must sign-in at the office to receive a tardy slip before going to class. Students not in homeroom or in class when the bell rings are considered tardy.

If a student is going to be absent, the 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 will utilize the auto-call system to notify the parent/guardian that their child is absent. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

F. Early 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. Justifiable reasons shall be determined by the building principal.
- 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.)**

Student 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. ACADEMIC MISCONDUCT:** Including but not limited to cheating, forgery, plagiarism, and transmission of unauthorized academic information, will result in NO credit, and may be subject to disciplinary action. The production of something forged, counterfeited or fraudulent is not permissible. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. No student shall attempt to establish computer contact into unauthorized computers, sights or information databases. Plagiarism and cheating are also forms of falsification.
- B. 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.
- C. 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.
- D. CRIMINAL ACTS:** Any criminal acts taken at or related to the school will be reported to law enforcement officials and disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.
- E. DISOBEDIENCE:** School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If a staff member gives a reasonable direction, the student is expected to comply. Chronic disobedience can result in expulsion.
- F. 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.
- G. DISRUPTION OF THE EDUCATIONAL PROCESS:** Any actions that interfere with the educational process are unacceptable. Repeated acts of disruption will result in disciplinary action.
- H. 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.
- I. 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.
- J. EXTORTION:** Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.
- K. FAILURE TO COMPLY, INSUBORDINATION OR DISRESPECT:** 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.
- L. 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. What may seem like a prank, is a dangerous stunt.
- M. 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.
- N. 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.

- O. FIRES AND FLAME PRODUCING OR INCENDIARY DEVICES:** 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. Tampering with fire safety equipment is prohibited. The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is also prohibited.
- P. FORGERY:** The production of something forged, counterfeited, or fraudulent is not permissible.
- Q. GAMBLING:** Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering.
- R. HARASSMENT, INTIMIDATION, & BULLYING:** It is the policy of the Rossford Board of Education to maintain a learning environment that is free from harassment and/or any type of bullying. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. The policy covers all school related classes, events, activities, cell phones or other electronic devices which may be used for cyberbullying. Students may make anonymous reports by utilizing the Anonymous Bullying Reporting Tool that can be accessed on the district's website. Students who make false reports may be subject to suspension. Harassment, intimidation or "bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and the behavior both causes mental or physical harm to the other student/school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel. Harassment, intimidation, bullying or Cyberbullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Students who engage or participate in harassment, intimidation, aggressive behavior, bullying or cyberbullying may receive school discipline which may include suspension or expulsion from school.
- i. Examples of conduct that could constitute prohibited behaviors include but are not limited to: Physical violence and/or attacks • Threats, taunts and intimidation through words and/or gestures • Extortion • Damage or stealing of money and/or possessions • Exclusion from the peer group or spreading rumors
 - ii. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following: • Posting slurs on web sites where students congregate or personal web sites • Sending e-mail, texts, and instant messages that are abusive or threatening. • Using camera phones to take or sending embarrassing photographs of students and posting them online • Posting misleading information or fake photographs related to students, school personnel or the school district.
- S. 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.
- T. PUBLIC DISPLAYS OF AFFECTION:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
- U. PUBLICATIONS:** All student publications are part of the school curriculum and editorial control remains under faculty supervision and approved by the administration. No attempt shall be made to libel, embarrass or otherwise demean any individual or group.
- V. SAFE SCHOOLS ORDINANCE:** The Rossford Schools' Safe Schools Ordinance is meant to ensure the safety and welfare of all students and staff.
- i. No person shall disrupt, disturb, or interfere with any class or activity conducted in a school.
 - ii. No person shall assault, strike, threaten or menace a teacher, instructor or any employee of the school building.
 - iii. No person shall assault, strike, threaten, menace or pursue any student or other person in a school building.
- W. SEXUAL HARASSMENT:** It is the policy of the Rossford Board of Education to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Violations of this policy or procedure may be cause for disciplinary action. Offenders may be subject to legal action.
- i. Sexual Harassment May Include but Is Not Limited To: • Unwelcome flirting or suggestive comments • Unwelcome threats, verbal abusive, negative comments or degrading descriptions • Specific verbal comments about an individual's body • Jokes, stories, drawings, pictures or gestures of a sexual nature • Spreading rumors • Unnecessary patting, pinching, or touching an individual's body or clothes • Cornering or blocking of normal movements • Actual physical force used or

threatened to pressure someone into sexual behavior • Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy

- X. 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.
- Y. 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.
- Z. 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, or on any school vehicle, or at any school sponsored activity, function or event off of school grounds. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.
- AA. TRANSPORTATION / VIOLATION OF BUS RULES:** The school bus driver is the sole authority on the bus while students are being transported. 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.
- BB. TRESPASSING OR LOITERING:** Rossford Exempted Village students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This rule applies to hours in which school is not in session. No student shall be present in an unauthorized place and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.
- CC. 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.

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)

Search and Seizure

Search of a student and his/her possessions, including vehicles, lockers, and electronic devices 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.

Computers and all information, programs, software and use privileges belong solely to the school, and therefore are subject to review and inspection at any time without suspicion or cause. There should not be student expectations of privacy for any information contained in a school computer.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Video Surveillance and Electronic Monitoring

In order to protect Board of Education property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board 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). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff.

Discipline Guidelines

In accordance with Board policy, a principal may use progressive discipline options to improve attendance/or to modify student behavior during the disciplinary process.

A. Detention

- 1. Lunch-Time Detention:** The Principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report to or remain in the area may lead to Saturday school or out-of-school suspension.
- 2. After-School Detention:** The Principal (or faculty member) may require a student to remain after school providing the parents have been given at least one (1) day's notice and have agreed to be responsible for their child's transportation at the end of the detention period. If the student is a bus rider and the Principal cannot verify that the parents agree to be responsible for the student's transportation, after-school detention should not be used or should be delayed until verification is received. The principal shall also ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction; assignment to Saturday school; and/or an out-of-school suspension.
- 3. Early Arrival Detention:** The Principal (or faculty member) may require a student to come to school early providing the parent(s) have been given at least one (1) day's notice and have agreed to be responsible for their child's transportation to school before the detention period. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction; assignment to Saturday school; and/or an out-of-school suspension.

B. Emergency Removal of Students

The Superintendent or a principal may remove a pupil from curricular or extracurricular activities or from the school premises if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

C. Expulsion

Only the superintendent or appointed designee of the superintendent may expel students from school for a period of time as authorized by state law. Prior to expulsion, the superintendent or designee shall give to the student and custodial parent/guardian, or other representative written notice of the intention to expel. Such notice shall specifically state the reason(s) for the contemplated expulsion. The notice will further inform the student and custodial parent/guardian or representative of the time and place of the expulsion hearing, of the opportunity to appear in person before the superintendent or designee to challenge the reason(s) for the intended expulsion, or otherwise explain the student's action.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

Beginning with the 2019-2020 school year, except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades pre-kindergarten through 3 unless the student has committed any of the acts listed under BOE Policy 5610.

D. In-School Restriction / Suspension (ISR)

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. S/He will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his/her academic program albeit in a different setting and receives

full credit for the completed work.

E. Out of School Suspension

The temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

F. Saturday School

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. If the student fails to obey the rules established for in-school restriction/Saturday school or to fulfill the assignments properly, s/he may be assigned to the in-school suspension program, other in-school disciplinary options, out-of-school suspension, and/or the JDC. It is the parent's/guardian's responsibility to provide transportation to and from Saturday school.

Due Process

A violation of any rule may result in disciplinary action, including removal, suspension and/or expulsion.

A. Suspension

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.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

B. Expulsion

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. Suspension or Expulsion of Students in Grades Pre-Kindergarten through 3

Beginning with the 2019-2010 school year, except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades pre-kindergarten through 3 unless the student has committed the following acts:

1. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including

a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.

2. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
3. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
4. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

If a student in any of grades pre-kindergarten through 3 is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades pre-kindergarten through 3 shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades pre-kindergarten through 3, provided that the in-school suspension is served in a supervised learning environment.

D. 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.

ADDITIONAL INFORMATION

Absence Intervention Team

The absence intervention team should include: a representative from the school or district; another representative from the school or district who has a relationship with the child; and the child's parent (or designee) or the child's guardian, custodian, guardian ad litem or temporary custodian. The district may also invite other representatives to participate on the team. The role of the absence intervention team is to develop a student-centered absence intervention plan that will help identify specific barriers and solutions to attendance for every child who is habitually truant. The team should include participation of the student and his or her parent or guardian to break down barriers to attendance without filing criminal complaints against the student in juvenile court.

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. Parents should contact the teacher to make arrangements for birthday treats. 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. Current lunch prices and monthly menus can be found on the district website. Applications for free and reduced lunches are available in the school office or online 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 previous charges have 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 Home Address, Email, Telephone Number, 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. Some of these changes can be made directly in PowerSchool, but if not, contact the school office immediately.

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 Rossford preschool staff is trained and certified in recognizing the signs of child abuse.

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 Wood County Children's Services.

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.

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.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff 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. Please call the school if you have any questions.

Other reasons students may be excluded from school include, but are not limited to:

1. **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. E.g. Motrin or Tylenol.
2. **Diarrhea:** Diarrhea is defined as 3 or more loose stools in a 24-hour period. Persons with diarrhea may have additional symptoms including nausea, vomiting, stomachache, headache, and/or fever. A student with diarrhea, of infectious or unknown cause, shall be excluded from school and return when the diarrhea has ceased. If the cause is known, other conditions may apply to when the student can return.
3. **Head Lice (Pediculus):** Children diagnosed with live head lice *may* be sent home early from school. They may return to school after a treatment has been completed. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Drop-Off and Pick-Up Procedures

Please follow the directions of all staff members when dropping off or picking up students to help ensure student health and safety. Students being dropped off /picked up by cars must enter the main office entrance, the kindergarten entrance near SR 795), or the recess doors near the playground. Parents will be notified by school staff which doors they are assigned to use for the year.

1. **Drop-Off Procedure:** Doors to the building open at 8:35 a.m. We ask that students not arrive before that time as they will be unsupervised. For those eating breakfast at school, they must go directly to the cafeteria. Everyone else must wait until 8:45 a.m. near the front lobby. Students riding the bus will be allowed to enter the front two entrances.
2. **Pick-Up Procedure:** Students being picked up will be dismissed out the kindergarten doors or recess doors. We ask that parents pick-up students between 3:20 and 3:45. Students not yet picked up at 3:45 will be asked to wait in the office. Students riding the bus will exit the two front entrances. 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 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.

Electronic Devices (cell phones, tablets, smart watches, etc.)

If your child has a cell phone, tablet, smart watch or any other electronic / smart device, **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 them being searched and 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 further disciplinary steps.

Emergency Drills

In order that students may know how to act quickly and without confusion in emergencies, fire and disaster drills are held at regular intervals throughout the school year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill. Lock down drills and tornado drills will also be practiced during the school year.

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:

1. Megan Spangler, Rossford Schools, 701 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-2010.
Email: mspangler@rossfordschools.org
2. Tony Brashear, Rossford High School, 701 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-5652
Email: tbrashear@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.

Explorations

Students at the elementary may be given the choice of going to recess or attending an "exploration." Explorations are typically activities ran by our specials' teachers and take the place of traditional recess.

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.**

FERPA

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800- 872-5327).

Field Trips

As part of the educational services of the school, students are sometimes taken on field trips. All trips are supervised by regular classroom teachers and often by parents.

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.

Gifted Education (G. E. A. R. S.)

The Rossford Board of Education has a district policy for the identification of gifted students. Information explaining this process can be provided upon request. Further, information can be accessed via the district website.

Guidelines 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. Parents/Guardians of students being considered for placement or retention will be contacted by the teacher in the early spring of each year.

1. **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.
2. **Promoted:** Student has fulfilled grade level standards and expectations OR student has fulfilled individualized education goals.
3. **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.

Homework / Class Assignments

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 or in-class assignments may result in loss of recess, a detention, or a Saturday School.

Inclement Weather

School closings and delayed openings will be announced on the district's notification system and local radio and television stations. Please do not call the schools, central office or the radio and television stations. When schools are closed, all elementary school events that day and evening will be automatically cancelled. Further, closings, delays, cancellations and other emergency messages will be communicated to parents/ guardians through utilization of the district's notification system. Parents may sign up for alerts in *PowerSchool*.

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.

Lunchtime / Cafeteria Visitors

We are pleased to have parents/guardians 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
- Visitors may eat with their child only. Please do not invite friends to join your child at the table
- 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

Lockers

The lockers are the property of the school, and the school maintains control of the lockers and other school property at all times. Lockers and other school property may be subject to inspection and/or search at any time whether or not the student assigned to the locker is present. Students may not change from their assigned locker without permission from a teacher and/or principal. The school is not responsible for lost or damaged items.

Lost and Found

A lost and found area is located in each school. **Labeling each item with the child's first and last name helps reduce the number of lost items.** Students should know where lost items are kept and check for lost personal articles. All unclaimed items will be given to a charitable organization periodically throughout the school year.

Medication(s)

For safety reasons, medicine, both prescription and over-the-counter, should be administered at home. If a physician requires the administration of medicine during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. These forms must be completed and on file in the school clinic. The forms may be obtained in the main office or from the nurse. When the physician completes the form, request some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time. The only exception to this rule is legislated state-approved self-administered medications, such as inhalers for asthma and epinephrine injection medication for acute allergic reactions. Once proper paperwork is complete, the student will be permitted to carry these medications upon parent or doctor request.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. Medication may not be sent to school in the student's lunch box, pocket, or other means on or about his/her person. Medications must be brought in by the parent/guardian.
4. The actual arrangements of the dispensing of medication will be determined by the building principal.
5. Over-the-counter medication, including cough drops, may be given during school hours only if *absolutely* necessary. The parent/guardian must complete the Parent Request and Authorization to Administer form and submit it along with the medication to the building nurse or secretary. Over-the-counter medications must be in the original container and will be given according to the package dosage instructions. **Over-the-counter medications may not be sent to school with the students, but must be dropped off by the parent/guardian.**

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.

Parents' Club / Rossford Elementary PTO

The Parents' 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. They can be found on Facebook by searching, “Rossford Elementary PTO.”

Progress Reports

Parents/Guardians will receive progress reports at the end of each nine-week quarter of the school year. 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.

- **Interim Progress Reports** will be completed halfway through a quarter. 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.

Recess

Weather permitting, all children are expected to participate in outside recess. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, there will be inside recess. Students who need to be excused for an extended time from recess will need a written recommendation from the doctor. **Students will go outside unless the temperature is below ten (10) degrees Fahrenheit or the wind chill is below ten (10) degrees Fahrenheit.**

School Counselors

School counselors are available at Rossford Elementary school to guide students toward success in the areas of academic achievement, personal and social development and college and career awareness. School counselors work to develop school-based guidance and counseling programs that best meet the needs of students at their schools. Guidance and counseling services are generally provided through classroom guidance and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention and virtues. School counselors also coordinate services with other campus professionals, elementary crisis counselors and community resource personnel to meet the needs of students at risk. All school counselors abide by the state professional code of ethics. Guidance and counseling services are available to any student unless specifically prohibited by written request from a parent or legal guardian. Parents and legal guardians with any questions regarding guidance and counseling services or guidance curriculum are encouraged to contact the school guidance counselor's office.

- Mrs. Lauren Harrison, Grades Preschool-2
- Mrs. Kellie Kelly, Grades 3-5

School Hours

School begins promptly at 9:00 a.m. and ends at 3:30 p.m. for the students. The office hours are from 8:00 a.m. until 4:00 p.m.

School Parties

Class parties are a pleasurable experience for children and an important phase of elementary life. They afford pupils, teachers and room parents opportunities to cooperatively plan and conduct a learning and social function. Class parties promote proper manners and graces required for social development. They develop a sense of unity by cooperative class planning.

- Two school parties are typically scheduled each school year. They are scheduled for Halloween and Valentine’s Day.
- Parent/guardian participation will be limited to those who sign-up to volunteer at the beginning of the school year due to safety concerns during these special events.

Student Dress Code

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:

I. Tops/Shirts

- a. All shirts should cover the waist (top of pants) at all times.

II. Shorts/Skirts

- a. Shorts/skirts need to be mid-thigh in length (fingertip rule for length).

III. Hair/Hats

- a. Hats and sweatbands cannot be worn in the building.

IV. Coats/Jackets

- a. Coats are not to be worn in class.
- b. Hoodies (sweatshirts) are not considered coats.

V. General

- a. No undergarments should show at any time.
- b. Students will not wear clothing that has suggestive or inappropriate words or symbols or items displaying/endorsing drugs, alcohol, or tobacco products.
- c. For safety purposes, open-toe shoes are discouraged.
- d. No student shall display or wear anything that signifies gang affiliation.
- e. Sunglasses are not to be worn in the building.
- f. Chains/jewelry cannot be worn hanging off clothing.

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.

Toys, Cards, Skateboards, Rollerblades, Etc.

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. Toys and any types of cards (E.g. Pokémon) are not permitted at school or on the school bus. 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.

Transportation / School Bus Rules of Conduct

Students eligible for transportation are assigned a specific bus route. Bus change requests cannot be approved, unless it is an emergency and a seat is available.

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.

Rules of conduct for student bus passengers are basic and are necessary for safe operation. It is the responsibility of the custodial parent/guardian to supervise the student at the bus stop. Students should wait until the bus comes to a complete stop before entering the street and, if the bus and students are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross.

The bus driver has the authority, granted by Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus.

A. School Bus Rules of Conduct

Rules of conduct for student bus passengers are basic and are necessary for safe operation. It is the responsibility of the custodial parent/guardian to supervise the student at the bus stop. Students should wait until the bus comes to a complete stop before entering the street and, if the bus and students are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross. The bus driver has the authority, granted by Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus.

B. School Bus Discipline Guidelines

In order to insure the safe operation of school buses and to insure consistent enforcement throughout the Rossford School District, the following procedure shall be followed when it becomes necessary to take disciplinary action because of misconduct aboard a school bus:

- 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. 15
- 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.

Note: If school officials deem the offense serious enough, any of the preceding steps may be superseded and the next step enforced, and permanent loss of bus privileges may result.

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 a principal.

We are so pleased to have your family as a part of our Rossford Elementary family! This handbook is just one of many opportunities for communication between the school and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. We're here for you!

Best wishes for a great school year!