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CIRCLEVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK 2020-2021

100 Tiger Drive
Circleville, Ohio 43113
(740) 474-2495
(740) 477-6681 – FAX

Name: _____



CES Student Handbook 2020-2021

Welcome to Circleville Elementary School!

The road to success begins on Tiger Drive at Circleville Elementary School. At CES we will work to create the best possible learning environment for each of our students. Our goal is the same as yours: to help in the development of a healthy, happy child equipped with 21st century skills on their way to becoming a proud graduate of Circleville High School.

At CES we follow our Tiger Traits whether we are in school, on the playground, riding the bus or at an after school event. Our **Tiger Traits** are:

Be Respectful, Be Responsible, and Be Safe.

Many opportunities arise throughout the year to volunteer and participate in school activities. We hope that parents and students take advantage of and enjoy those opportunities as much as our staff enjoys educating over 1,100 students at CES. We believe in the TEAM concept... *Together Everyone Achieves More*. Parents, staff members, and the child make the greatest team when we work together to challenge our students and hold them to high expectations. For ongoing information, updates and student recognition, please check our website www.circlevillecityschools.org/ces, Facebook Page, the Circleville City Schools app, and our Twitter feeds @CirclevilleElem and @CirclevilleCity for district news.

Proud to be Tigers,

CES Administration

Circleville Elementary School

100 Tiger Drive, Circleville, Ohio 43113

Main Office 740.474.2495

Fax 740.477.6681

Transportation Office 740.474.4340, ext. 48042

Fax 740.474.6600

District Office 740.474.4340

Fax 740.474.6600

School Hours

9:05 A.M. to 3:25 P.M.

Supervision is provided beginning at 8:45 a.m.

Mission Statement

Circleville City Schools will maximize the achievement of each student in a safe environment!

INTRODUCTION

While it is difficult to place into a handbook of this type everything that may occur, it is our intention to provide you with general information about our elementary school. Please call the school anytime to get clarification from your child's teacher or principal on a concern or matter that has developed. We believe strongly in our district mission statement and will give your child many opportunities to achieve and succeed throughout the school year. The Circleville City School District Board has adopted this handbook.

ACADEMIC BOOSTER CLUB (ABC) PARENT CLUB

The community backbone of our elementary school, you will have an opportunity to support our students through the Academic Boosters Club (ABC Parent Club.) Circleville ABC meets the second Tuesday of the month in the Circleville Elementary School library at 6 p.m. This organization supports the academic endeavors for students and staff PK-12 with events such as the 5th grade Father-Daughter dance, Family Fun Day, and more!

TYPES OF ABSENCES

To make the policy clear for all involved, the following is a list of absences and how the absence will be coded in the student's attendance record:

- A. **Excused/Parent Absence:** Any absence which falls under the state guidelines for absences for the following reasons: personal illness, family illness, quarantine, death of a relative, home working in absence of parents, religious holiday, or other superintendent approved reason. **Parents may excuse the student for any of these reasons up to and including 29.16 hours.**
- B. **Doctor/Excused Absence:** Absences verified by official notes from doctors or other healthcare providers.
- C. **Planned Absence:** Absences which do not fall under those which are defined by state law and are subject to administrative approval. See Planned Absences.
- D. **Unexcused Absence:** Absences exceeding the 29.16 hours allowed mark other than a doctor/medical excused or school excused or absences under 29.16 hours that are not verified or do not meet state definition.
- E. **School-Excused Absence:** Absences from school for school related activities i.e. class trips, field trips, work externships, etc. Also includes absences for extenuating circumstances approved by the administration.
- F. **Truant Absence:** Absence in which a school employee verifies that the student is refusing to attend or the parent is refusing to send the student to school. This may also include skipping school or leaving school grounds without permission.
- G. **Out-of-School Suspension:** Absence resulting from disciplinary action imposed upon a student
- H. **Excused Tardy:** Late to school with doctor's excuse or other school-excused reason.
- I. **Unexcused Tardy:** Late to school for any other reason including parent excused.

Absences in excess of 29.16 hours during the school year must be accompanied by a written medical excuse from medical personnel or any other lawful excuse previously defined in this section.

These lawful excuses must be presented within one (1) day upon returning to school. Failure to present a lawful excuse will result in the absences being recorded as unexcused.

ABSENCE TERMINOLOGY AND DEFINITIONS

It is necessary that students and parents/guardians understand that any student who accumulates 29.16 hours of absence (excluding doctor excused, school excused, and O.S.S.) will be required to provide medical statements for further absences. If not, the absences will be labeled as truant/unexcused days and truancy charges can be filed on the student and/or parent/guardian under the following definitions and policy.

- **HABITUAL TRUANCY** is defined as a child of compulsory school age who has been absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.
- **EXCESSIVE ABSENCES** is defined as a child who has missed 38 hours of school in a month with or without a legitimate excuse or 65 or more hours in a school year with or without a legitimate excuse.
- **UNRULY CHILD** is defined as any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardians or custodians, by being wayward or habitually truant.
- **SCHOOL MONTH** is defined as a strand of school days effective the first of a month from a school calendar and concluding the end of the month (28th, 30th, or 31st where appropriate).
- **DELINQUENT CHILD** is defined as any child who violates any law of Ohio or the United States or any ordinance or regulation of a political subdivision of the state that would be a crime if committed by an adult. (Senate Bill 181 has expanded that definition to include O.R.C. 2151.02). Any child who is a "habitual truant" and who previously has been adjudicated as an unruly child for being a habitual truant and any child who is a "chronic truant" can be defined as a delinquent child.
- **FULL DAY** is defined as the hours in which school is in operation from 9:05 a.m. to 3:25 p.m. In some circumstances such as in-home instruction scheduling, a full day may have adjusted hours on a case by case basis.
- **TARDY** is defined as arriving after 9:05 a.m. and before 9:35 a.m.
- **PARTIAL ABSENCE** is defined as when any student arrives after 9:35 a.m. or leaves school any time before regular school hours.

DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents/legal guardian in writing within 7 days of the triggering absence.
2. The district will follow the district policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Establish and select members of the student's Absence Intervention Team (AIT);
 - b. Make 3 meaningful, documented attempts to secure the participation of the student's parent or guardian on the AIT.
2. Within 10 school days of the triggering absence, the student will be assigned to the selected AIT.
3. Within 14 school days after the assignment of the team, the district will develop the student's AIT.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

ABSENCE INTERVENTION TEAMS

Membership of each Absence Intervention Team (AIT) will vary based on the needs of each individual student, but each team **WILL** consist of:

- A. A representative from the school or district;
 - B. Another representative from the school or district who has a relationship with the child;
- And,
- C. The child's parent/guardian, custodian, guardian ad litem or temporary custodian.

The district must make and document three, good faith efforts to engage the student's parent or guardian. If, after three documented, good faith attempts, the district is unable to ensure participation of the parent, the team should develop the student's Absence Intervention Plan without a parent.

ATTENDANCE

It is very important that your child be at school each day. We realize, of course, that children do become ill and will need to be out of school until well. Our expectation is that every child will come to school, be on time and be prepared to learn every day. Please schedule family outings and vacations outside of the school calendar.

BLENDED LEARNING

The Board of Education, in alignment with O.R.C. 3301.35.03 (A) and school board policy 2370.01, utilizes a blended learning environment as an educational opportunity for students. Utilizing a digital curriculum adapted to meet the individual needs of each student, the blended learning pathway is implemented at the discretion of the child's teachers, principals, and administration (and approved by the student's parent/guardian) when constructing a plan intended to put the student in the best position to succeed when instances such as medical, behavioral, and academic barriers exist that impede the student's learning process. The goal of the blended learning program, through an alternative placement, is to remove such barriers in crafting a tailored, academic road map for student success and skill mastery in the identified content areas.

Students participating in blended learning shall have the ability to earn credits by demonstrating proficiency of knowledge or skills through competency-based learning models rather than a minimum number of days or hours in a classroom or on a digital learning device. In the event that the school alters the hours that it is open for instruction in order to adapt blended learning opportunities that apply to all students, the school shall be released from school year hourly

requirements (O.R.C. 3313.48 (A)). Students may advance from grade to grade based upon credits earned and mastery of the material.

BIRTHDAYS

Your child will be recognized with a birthday card, pencil and an announcement over the intercom. Preapproved, store bought items with the ingredients listed on the sealed package are permitted to be served during the child's lunch time. The items must be approved by the teacher before they are served to the students to check for allergies. If you desire, donations of pencils, books, indoor recess games or playground balls would be greatly appreciated to celebrate your child's birthday. The Birthday Book Donation form is available in the school office.

CHANGE OF ADDRESS/PHONE NUMBER

For the safety of our students, it is extremely important that we have up-to-date, accurate contact and custody information. If your primary phone number changes, please update your child's electronic emergency medical form in the OneView Parent Portal immediately. If you move, you are required to provide the school with the new address and to provide address verification. If proper address verification is not provided, the student may be denied transportation services. Two examples of acceptable forms of address verification documents are needed and will consist of but are not limited to:

1. Official Rental/Lease Agreement
2. Property Tax Statement
3. Current (within 30 days) utility bill (water, electric, gas, cable) (only 1 may be used)
4. Mortgage Coupon/Closing Settlement/Statement of purchase
5. Ohio Driver's License or State issued ID (must have current address listed)

CHILD ABUSE AND NEGLECT REPORTING

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they MUST file a report with the local children's services agency. The safety of the children is always our first concern and priority.

CHILD CUSTODY/ SHARED PARENTING

The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws. Sometimes parents have disagreements and make requests of school personnel regarding releasing children during the day. For purposes of identifying emergency contacts able to pick up a child during the day and after school, only the guardian of residence will have editing rights to add or remove a contact on the child's digital Emergency Medical Form in the OneView Parent Portal unless otherwise noted in a court ordered shared parenting agreement. The non-residential custodian will have view-only rights to the EMA form to verify information, but it is expected the students' guardians agree and work together on who can pick up their child in the event of an illness or emergency. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. The adult checking the child out must sign for the child's release. Parents have an obligation to inform the school anytime the custody of a child changes. ~~The school officials will need to see and copy court orders pertaining to a child's custody.~~

CODE OF CONDUCT

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education. At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when this conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. It is the philosophy of the Circleville City School District Board of Education and the administrative staff to provide students with their rights and require they accept responsibility for their actions. The intent is not to list all rules and acts of misconduct, but to provide guidelines that must be followed to maintain a quality educational program. The disciplinary actions to be taken are believed to be fair, but may be prudently altered by the administration to meet the specific needs of each individual student. Administration reserves the right to administer discipline as the facts of the case dictate. Administrators may use video surveillance equipment to determine student involvement and possible misconduct as well. Teachers may have specific rules pertaining to their classroom that are approved by the administration and must be adhered to by the students under the direction of the teacher.

Conduct Policy Violation Consequences

Consequences for any violation of the Student Code of Conduct may result in the following, but are not limited to:

1. Parental contact
2. Referral to counselor
3. Verbal or written warning or reprimand
4. Student/Principal conference
5. Parent/Principal conference
6. Detention
7. Positive Learning Under Supervision (PLUS)
8. In School Restriction (ISR)
9. Emergency Removal
10. Community Service
11. Suspension
12. Alternative Placement
13. Expulsion
14. Restorative Practice

Academic Dishonesty/Cheating: Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, plagiarism, and unauthorized access. Allowing others to copy work is also a violation covered in this policy. Students who violate this policy will receive zero credit for assignments or work involved.

Bus Regulations/Transportation: Students who fail to cooperate with bus drivers and/or students who fail to comply with basic safety regulations may be denied the privilege of bus transportation and may receive additional disciplinary action. (Parents are responsible for supervising their child at the bus stop until the student boards the bus and after the students leaves the bus at the end of the school day.)

The Board furnishes transportation in compliance with Ohio law. **This does not relieve parents of the responsibility of supervising their child until such time as the student boards the bus and after the student leaves the bus at the end of the day. Students on a bus are under the authority of and directly responsible to, the bus driver.** The driver has the authority to enforce the established regulations for the bus conduct. Disorderly conduct or refusal to submit

to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

Due to the full capacity of the busses, your child must ride home on the bus he/she has been assigned. To ensure the safety of your child, we will not honor transportation change requests after **2:00 p.m.**

Our Alternate Transportation form is available in the school office. An alternate transportation form is required when your child is picked up or dropped off at a different location other than your home. **Please note this request can be made once per school year.** The school reserves the right to deny such requests.

Any questions about bus stops, times and routes should be directed to the transportation office at 474-4340, ext. 48042.

Bus Rider Expectations: Many of our students are transported to and from school by bus. Our primary concern is the **safety** of all students. All students will be assigned a seat. As students board the bus, they are to go directly to their seat: (1) Sit Down, (2) Keep their hands and feet in their own space, and (3) talk quietly with whom they are sitting. A student may lose transportation privileges for violating any part of the student code of conduct. Transportation will then become the parents' responsibility.

Cafeteria Procedures: A student shall not intentionally fail to follow cafeteria procedures, fail to comply with the request of the cafeteria supervisor, or behave in any manner, which could interfere with the smooth operation of the cafeteria.

Cellular Phones and Electronic Devices: Cellular phones and electronic devices must be turned off and in the student's backpack during school hours. Unauthorized use of such devices shall be grounds for confiscation and disciplinary action. Use is interpreted as using any device, function, or feature.

Students bring these devices to school campuses, buses, at school-sponsored activities and while under the supervision and control of school district employees at their own risk. The District assumes no investigative or financial responsibility if the devices are lost, damaged, traded, or stolen.

Deception/Withholding Information: A student shall not withhold, distort, forge or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

Displays of Affection: A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds.

Drugs and Alcohol Abuse: Any student who intentionally sells, purchases, gives, possesses, uses, or is under the influence of illicit drugs, counterfeit drugs, narcotics, steroids, alcohol, or drug paraphernalia (to include e-cigarettes and/or vapes) in or on school property, including buses, or at any district-sponsored activities/events home or away may result in discipline and may be reported to the appropriate law enforcement agencies for possible legal action. Written or verbal communication concerning drugs or alcohol and/or the use thereof is also prohibited.

The prohibitions above include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, or derivatives thereof, as well as hallucinogens, barbiturates, or amphetamines. These prohibitions also include any substance or counterfeit for the aforementioned substances.

Extortion: No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

Fire, Unauthorized use of: The unauthorized use of fire on district property or while in attendance at any district sponsored activity.

Harassment/Verbal Abuse: A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess or use words, phrases, or illustrations, which are offensive to any ethnic, racial or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

Harassment (Racial/Ethnic): Racial/ethnic harassment may be any behavior, verbal, or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

Hazing/Bullying: Circleville City Schools takes a strong stance against bullying/harassment of all forms. Policies and procedures follow guidelines that are outlined in ORC 3313.666 and subsequent amendments. To further comply with HB 116, also known as the “Jessica Logan Act,” an anonymous reporting system has been developed and a link is available on district and building websites as well as our school app. Reports will be investigated and if found valid, proper steps will be taken in accordance with the student code of conduct. A link is also available on the district website that defines bullying.

Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leader of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once or repeatedly over a period of time. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Indecent/Lewd Behavior: A student shall not by any means behave in a manner which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the district.

Inducing Panic: A student shall not by any means create an atmosphere to provoke fear or endanger the safety and welfare of any student, staff member, or any other person.

Insubordination/Disrespect: No student shall willfully disobey a reasonable request or be disrespectful to an employee of the Circleville City School District. Also, no student shall fail to comply with discipline, punishment, or consequences issued by teachers, support staff or administrators.

Language- Profane, Obscene, or Inappropriate: A student, while on school property under the authority of school personnel, shall not use profane, obscene or inappropriate language, either written or oral. This would include obscene gestures, signs, pictures, clothing or publications.

Media, Recording or Transmitting: A student shall not record or transmit audio/video/ photographs of any student, district employee or other person without the express ~~written~~ permission of the teacher/administration for educational means.

Personal Property: The school will not be responsible for any items lost, stolen, traded, or damaged that a student brings to school. Parents must supervise what their child brings to school. All personal property should be marked with your child's name.

Physical Assault/Confrontation: A student shall not cause, threaten, or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person. ~~A student who engages in fighting, physical confrontation, or acts of violence.~~ An individual whose deliberate behavior directly leads to a physical confrontation or act of violence between other parties shall be considered a participant, and may receive disciplinary action.

Pornography: A student shall not, by any means, possess pornographic materials in any form. This shall include, but is not limited to, writing, reading, electronic means (social media), or drawing pornographic material.

Stolen Property, Possession of: A student shall not be in possession of any property belonging to anyone other than himself or herself without the specific permission of the owner.

Tobacco: Ohio law prohibits students from smoking, using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snug and any other forms of tobacco by any student in any area under the control of the district or at any activity supervised by any school within the district. This also extends to include e-cigarettes, vaporizers/vapes, and the various cartridges associated with them which come in many forms such as: look-alike computer flash drives, ink pens, THC cartridges and others. Beyond tobacco, these battery powered vaporizers can also contain non-nicotine flavored mixtures including marijuana (THC oil) and other addictive additives that could cause adverse medical issues. Failure to adhere to the school's anti-Tobacco, Drug, and Vaping policies may result in an immediate 10-day suspension in accordance with disciplinary procedures upon first offense.

Theft: A student shall not steal or attempt to steal or have unauthorized possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity.

Vandalism and Property Damage: The school building and equipment costs the taxpayers to construct, purchase, and maintain. Students will not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

School Wide Conduct Plan: At the Circleville City School District, our objective is to educate children. In order for each child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility are essential.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules, conduct, and procedures at Circleville Elementary have been established for the protection of students. Students are expected to respect these rules as well as the staff and administration responsible for enforcing these rules. The staff needs the support of parents in promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions. Major violations will result in an immediate office referral and appropriate/ corresponding disciplinary action, which may include suspension or expulsion. Major violations can include but are not limited to the following:

- Physical assaults (fighting)
- Continued classroom disturbances
- Possession of weapons
- Defying or disrespecting authority
- Threats
- Destruction of school property
- Profane or obscene language
- Possession of or under the influence of tobacco, alcohol, drugs, drug paraphernalia

Each classroom teacher has a similar set of rules and consequences that can be furnished upon request. Students who do not follow the rules will be provided an appropriate consequence such as a warning, conference, detention, suspension or expulsion. Repeated offenses of the code of conduct may result in more severe consequences. Well-behaved students will be recognized with group and individual rewards.

Detention: An individual classroom teacher, in collaboration with administration, may assign an after-school, before-school, or lunch/recess detention. After-school, before-school, or lunch/recess detention will be held at a designated time and communicated to the parent/guardian when assigned. Detentions, serve as a means of disciplinary action, gives the student the opportunity to correct behavior and improve skills before administrative intervention is necessary. Students must bring school related materials to detention and may not sleep. School personnel will supervise the detention. Parents receive written notification of a detention and attendance is required for any student who is assigned. Failure to attend will result in disciplinary action under the Code of Conduct. Transportation is the responsibility of the parent/guardian.

Positive Learning Under Supervision (PLUS): The PLUS program may be used as an alternative to In-School Restriction (ISR). Students will be assigned PLUS at the discretion of the administration. Students are allowed to participate or attend any school activities or contests on the day(s) they are in PLUS. Students are to report to PLUS with all textbooks, supplies and materials necessary to complete all assignments provided by their teachers or the PLUS supervisor. Assignments completed in PLUS will be graded by the teacher who provides the assignment, and the students will receive credit for all work completed.

In-School Restriction (ISR): In-School Restriction may be used as an alternative to Out-of-School Suspension (OSS). Students will be assigned an In-School Restriction at the discretion of the administration. Students may not be allowed to participate or attend any school activities or contests, or be present at activities controlled by the school until the day following the last day of the ISR assignment. Students are to report to ISR with all textbooks, supplies, and materials

necessary to complete all assignments provided by their teachers or the ISR supervisor. Assignments completed in ISR will be graded by the teacher who provides the assignment, and students will receive credit for all work completed.

Out-of-School Suspension (OSS): Students may be suspended from school for violations of the Student Code of Conduct and may not be allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of the suspension. In addition, the student must be in the custody of his/her parent or guardian during school hours. Students are required to obtain, complete, and return all assignments missed during an Out-of-School Suspension. Excessive suspensions may result in expulsion.

Expulsion: Expulsion is the removal of a student for more than 10 days but not more than one year. At times the behavior of a student can be considered so serious as to justify total removal for the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. Only the superintendent or his designee may expel a student. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of expulsion. Only the superintendent or his designee may make exceptions to this policy.

CONCUSSIONS

A concussion is a serious issue for a student. There are many things to be taken into consideration for a student's return to school, class, and physical activity. If a student experiences a concussion at any time during the school year, either in school or out of school, parents should notify the school nurse so that protocol can be followed for the student to return to class and any physical activity in a safe and successful manner.

DRESS POLICY

The primary consideration in determining appropriateness or propriety of dress and grooming is whether the dress or grooming in question, in the principal's judgment, detracts from the educational process or educational environment. Each principal reserves the right to make decisions regarding dress based on safety, age appropriateness, and disruption to the educational process. Clothing may not have any connection to any obscenity, profanity, gang symbolism, drugs or alcohol. Also, students should not wear "flip-flops" to school for their own safety. On days your child will participate in gym, we recommend that students wear tennis shoes. Parents or guardians will be notified if a change of clothing is needed. In some cases, temporary alternative clothing may be provided.

EMERGENCY MEDICAL AUTHORIZATION

Occasionally something happens at school that makes it imperative for the school to contact someone who has authority to make a decision. Parents or guardians will be asked to complete an emergency medical form for each child through the OneView Parent Portal EMA forms. Please inform the school immediately should the information need to be changed. Your child will only be released from school to those listed on the online form. In cases where school personnel does not know the individual picking a child up from school, positive ID will be requested.

EMERGENCY PROCEDURES

Procedures for all emergencies are posted in each room. Students are to follow the directions of their instructors and move to the designated place as quickly and quietly as possible. Each room has an emergency binder with all necessary information located in the black basket near the entrance and exit of the room. Please refer to this resource in the event of an emergency.

EMERGENCY SCHOOL CLOSING

In case it becomes necessary to dismiss school early due to an unforeseen emergency, please develop a plan with your child so he or she will know exactly what to do. It is important that the school also knows that plan. Students will not be permitted to call out to determine a plan of action. **PLAN AHEAD!**

If school will be delayed or cancelled, the information will be called in to local television and radio stations, and placed on our district's website. Parents and students are encouraged to follow the CES, CMS, CHS and District Twitter accounts, Facebook account, school app, and website for immediate information on closings and/delays. We also have a OneCallNow system to contact parents by phone, provided the number we have on file is a valid, working number.

ELECTRONIC SURVEILLANCE

For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary actions. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Anyone riding a bus or on school property are hereby advised that they may be included in an audio/visual recording subject to review by the administration. In accordance with FERPA guidelines, such surveillance records are available only to the administration and are not made available to parents or the public.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following student information is designated as Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, under the Family Educational Rights and Protection Act (FERPA) and may be released at the discretion of Circleville City Schools without parent or guardian consent: student name; student photograph; electronic mail address (email address); physical address; phone number; grade; a student's date and place of birth, major field of study, dates of attendance, date of graduation and honors/awards received, sports and clubs participated in, and height and weight (if participating in athletics). Examples include, but are not limited to the following:

- A media guide, showing your student's participation in a school sport, musical, or other school production.
- Honor roll or other recognition list
- Graduation program (including D.A.R.E. graduation, kindergarten recognition)
- Sports activity sheets such as for football or basketball showing a student's height and weight
- Social media recognition (to include photos and videos) on school authorized accounts recognizing your child's honors and accomplishments, graduation, or participation in an engaging classroom activity
- A school yearbook
- School newsletters

Parents/Guardians not wishing to have this information shared must notify the office of the principal or decline the FERPA waiver in OneView within 14 days after receipt of this policy.

Under FERPA, the following information is considered Personally Identifiable Information (PII) that is a part of your student's educational record. **Only** school district officials and affiliates with a "legitimate educational interest" under FERPA will have access to this information. A "school official" includes a teacher, school principal, president, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. PII details of a student's educational record include the following: social security number, residency status, student state identifier (SSID), class schedule, race/ethnicity, test scores, grades and grade point average (gpa), religious preference, and gender.

Under FERPA, parents have the right to access and review their child's educational record, 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.

FIELD TRIPS

Field trips are a privilege, not a right. Therefore, students may be denied the privilege to attend field trips based on their established guidelines including attendance, grades and discipline. Students must have a signed permission slip to attend field trips.

FOOD GUIDELINES

In regards to any food in classrooms the following guidelines are used:

1. No homemade food permitted
2. If notified, every effort will be made to provide a safe food option for any student with an allergy concern.

GRADE REPORTING PROCEDURES

A grade card is issued every nine weeks. ~~Interim reports are issued at the mid-point of each grading period in grades 1-5.~~ Pursuant to the Ohio Revised Code Section 3313.642, report cards can be withheld if lost library and/or lost textbook are not returned. Parents may access student grades via ProgressBook. The district will provide information to parents on how to access the program.

GIFTED IDENTIFICATION AND SERVICES

For more information on gifted identification and services offered at Circleville City Schools, please access the following website:

<http://www.circlevillecityschools.org/GiftedandAccelerated.aspx>

LUNCH AND BREAKFAST

Lunchroom facilities are available. Breakfast will be served in the classrooms this year at no charge. However, students who arrive late after 9:10 may not receive breakfast. Kindergarten students receive an afternoon snack provided by the school.

Students in Kindergarten through 5th grade will also receive a free lunch and milk each day. Those who pack a lunch are entitled to one milk at lunch time. The district encourages healthy drinks. Therefore, soft drinks and energy drinks are not permitted.

MEDICATION AND MEDICAL ORDERS POLICY

Prescription medication/medical orders may be appropriate for students returning to school, provided that the proper documentation has been provided, including written instructions from a physician. The medicine (must be in the original container /medical order from the physician must

have clear instructions for the school nurse to assure appropriate continuation of care. We will not administer over-the-counter medication such as aspirin, cough syrup, eardrops, allergy medication, etc., without a doctor's order. Parents and guardians are permitted to come to school to give these medications as needed.

Also, the first dose of any new medication must be started at home and is unable to be given at school. In the event your child's medical orders change throughout the school year, parents must notify the school nurse and have the order sent to the school via fax.

PARENT REQUESTS FOR CLASS PLACEMENT

Students are placed in specific classrooms based upon the educational needs of each child. Therefore, individual requests may not be honored.

PROMOTION, PLACEMENT AND RETENTION

The promotion of each student is determined individually. Parents and Guardians are afforded the privilege of vetoing the decision once during the child's elementary years. In order to veto the principal's decision, the parent or guardian must complete, sign and date the Student Retention, Promotion, Placement Form by June 15.

RESTORATIVE PRACTICE INTERVENTION

Circleville Elementary may apply elements of Restorative Practice Intervention when handling situations related to behavior and discipline. Restorative Practice is an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. We will work to blend traditional discipline practices and consequences with the idea that all situations create an opportunity for repair. We will work to teach students the nature of their choices and look to make long term social growth for all students.

SAFETY DRILLS

A fire drill will be conducted 6 times per school year. Three lockdown/evacuation drills will be conducted in conjunction with local law enforcement. Tornado drills are conducted during the months of the tornado season. Additionally, unannounced evacuation drills may take place during the school year in accordance with the district's safety plan as required by state law.

SCHOOL NURSE AND ILLNESSES

Your child should stay home from school if he or she has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious disease are chickenpox, the flu, vomiting or diarrhea, colds, "runny nose", strep throat, impetigo and "pink eye."

- A disease is most often contagious **24 hours before the child shows signs of illness**. It is very hard to prevent the spread of some germs, especially in a classroom or on the bus. Good hand washing will help prevent the spread of germs. If your child has chickenpox or strep throat, ask your doctor when he or she may return to school. When your child has been free of fever for 24 hours (without fever-reducing medicine such as Tylenol), is feeling better, and has no other symptoms, he or she may return to school. If an antibiotic medicine is prescribed for your child, be sure he or she has taken the medicine for at least 24 hours before returning to school. In the event a child becomes ill and needs to be picked up from school, the parent(s) or guardian(s) will be called and are expected to pick the child up within one hour. We will not send an ill child home on the bus.

Parents often have trouble knowing whether their child is too ill to go to school. The following guidelines will help you decide. Your child is too ill to go to school if he or she has any of the following symptoms:

- Seems very tired and needs bed rest (this is common with flu symptoms).
- Has vomiting or diarrhea.
- Becomes short of breath or has an increase in wheezing during normal activity.
- Has a cough that interrupts his normal activity.
- Has a temperature above 100° F.
- Has pain from earache, headache, sore throat or recent injury.
- Has yellow or green drainage from eye(s).
- Breaks out in a rash.

More information can be found on our website:

<http://circlevillecityschools.org/District/Department/24-School-Nurse>.

SCHOOL INSURANCE

Accident insurance coverage is available for those who desire it and is sent home at the beginning of the school year. Information regarding this insurance will be sent home the first day of school.

STUDENT NON-DISCRIMINATION

All students of the Circleville City School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, handicap, criminal record, political activity, religion, creed, opinion, or other human differences, in all decisions affecting admissions' membership in school-sponsored organizations, clubs or activities; access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity. Inquiries concerning the application of this policy may be referred to appointed district personnel. This policy shall prevail on all Board policies concerning students.

STUDENT NOTIFICATION OF TITLE IX

As required by Federal law, you are hereby notified that the Circleville City Schools do not discriminate on the basis of sex in the educational programs or activities which it operates and is further required to Title IX not to discriminate in such a manner. If you have any questions about Title IX or a complaint of sex discrimination, please contact:

Mr. Kyle Uhrig, Assistant Superintendent
388 Clark Drive
Circleville, Ohio 43113
Phone (740) 474-4340 ext. 48093

TECHNOLOGY

We have many items in our schools that allow students the opportunity to expand their knowledge base. Our teachers closely monitor student usage, and students are to use the technology afforded them only with teacher permission and supervision.

TECHNOLOGY: COMPUTER/INTERNET ACCEPTABLE USE POLICY

The Circleville City School District offers Internet access for student use. This document is the Acceptable Use Policy for your use of the computer system. This Internet network has been established for limited educational purposes which includes classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and the Circleville City School District and this school have the right to place reasonable restrictions on the material your child can access or post, the training needed to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Ohio. Further, this system is not for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the school network is available only with permission of the principal or his or her designee.

The following uses of this computer system are unacceptable:

1. PERSONAL SAFETY

- a) You will not post contact information (e.g., address, phone number) about yourself or any other person.
- b) You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

2. ILLEGAL ACTIVITIES

- a) You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b) You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c) You will not use the computer system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. SYSTEM SECURITY

- a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- b) You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c) You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

4. INAPPROPRIATE LANGUAGE

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. RESPECT FOR PRIVACY

- a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.

- b) You will not post private information about yourself or another person.

6. RESPECTING RESOURCE LIMITS

- a) You will not download large files without permission.
- b) You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- c) E-mail is allowed as part of classroom assignments.

7. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- a) You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of the work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any question regarding copyright law to a teacher.

8. INAPPROPRIATE ACCESS TO MATERIAL

- a) You will not use the computer system to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b) Filtering software is used at all of the buildings. Filtering software is designed to prevent access to pornographic and other inappropriate sites. This software is not 100% effective. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This may protect you against a claim of intentional violation of this policy.
- c) Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents’ instruction in this matter.

9. YOUR RIGHTS

- a) Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid ideational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
- b) Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files.
- c) Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the computer system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the computer system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your internet account.

10. **STUDENT EMAIL**

- a) Student e-mail is not an open forum, but rather is owned and managed by the Circleville City School District for the purpose of promoting teaching and learning. E-mail includes, but is not limited to, all electronic mail and messaging systems, bulletin boards, mail boxes, web sites, and Internet access.
- b) Circleville City School District reserves its right to access, inspect, and disclose all communications transmitted or received by e-mail at any time. Use of the e-mail system by a student constitutes consent to acquisition of any e-mail transmitted or received by the student.
- c) Any e-mail communications are the property of the school. Students have no personal privacy rights in any materials, created, received, or sent using e-mail.
- d) Students using e-mail must follow the standards applicable to other professional education communications. As with other professional education communications, e-mail containing offensive and off-color language, vulgarities, obscenities, derogatory remarks or any language that could be construed as harassment or discrimination on the basis of age, race, religion, disability, national origin, or gender will not be tolerated. Transmission of any material in violation of any federal or state statute of regulation is strictly prohibited. E-mail may be monitored by the school at any time and without notice to prevent its abuse or misuses.
- e) Any violation of the policy may constitute grounds for disciplinary action which can include elimination of e-mail privileges, and in some circumstances, student expulsion.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruption for service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic meta data is imprinted in the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Violating any part of the Acceptable Use Policy for computers may result in any or all of the following consequences:

- Temporary or permanent loss of access privileges
- Payment for damages and repairs
- Discipline under other appropriate school district policies, codes of conduct, or civil or criminal liability under other applicable laws

USE OF NEW WEB TOOLS

Online communication is critical to our students' learning of 21st Century Skills and roles such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, Google Classroom, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- a) The use of blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also

inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.

- b) Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- c) A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- d) Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to the following, the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and- if they are inappropriate- deleted.
- e) Never link to web sites from your blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- f) Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- g) Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate for misuse.

The Circleville City School District will provide age appropriate training for students who use the Circleville City Schools Internet network. The training provided will be designed to promote the Circleville City Schools commitment to:

- a) The standards and acceptable use of Internet services as set forth in the Circleville City Schools Internet Safety Policy:
- b) Student safety with regard to:
 - i. Safety on the internet
 - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms: and
 - iii. Cyberbullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

TELEPHONE USAGE/CELL PHONES

Students are encouraged to make arrangements with their parents or guardians for after school plans prior to coming to school in the morning. The students may use the school telephone with the permission of school personnel.

Students are permitted to bring a cell phone to school; however, it must be turned off and stored in the student's backpack throughout the school day. The school assumes no responsibility for lost, stolen or damaged cell phones.

TITLE I

Circleville School is a Title I school and receives Title I funding in order to provide additional educational resources and services for students. These resources may include additional remediation classes, alternative methodology classes, or in-school tutoring. Circleville City Schools implements a school-wide Title I program which means every student will have access to these resources. For further information, see the board policy about Title 1 services by clicking on the link and putting in the search box Title 1. Your signature on the signature page, serves as acknowledgement of our district being a Title I district.