

SENECA EAST ELEMENTARY SCHOOL

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STUDENT HANDBOOK 2023-2024 SCHOOL YEAR

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SCHOOL CALENDAR

August 15-16	Teacher Inservice Days
August 17	Teacher Workday and Open House Note: Open House is scheduled for 6:00 - 7:30 PM Grades K and 5 will hold parent meetings from 5:30 - 6:00 PM
August 21	Teacher Inservice
August 22	First Day of School Note: Kindergarten students will have a staggered start to the school year. Teachers will provide the schedule for the first week of school at or before Open House.
September 4	No School: Labor Day
September 14	Fall Picture Day (Grades K-5)
October 9	No School
October 19	Fall Picture Make-Up Date
October 20	End of 1st Quarter
November 2, 9	Parent-Teacher Conferences in the evening (3:30-7:30 PM)
November 20-24	No School: Thanksgiving Break
Dec 21 - Jan 2	No School: Christmas Break
January 12	End of 2nd Quarter
January 15	No School: Martin Luther King Jr. Day
February 7	Parent-Teacher Conferences in the evening (3:30-7:30 PM)
February 16	No School (due to Parent-Teacher Conferences on Feb 7)
February 19	No School: Presidents' Day
March 7	Spring Portrait Day
March 15	End of 3rd Quarter
March 28 - April 2	No School: Spring Break
May 19	High School Graduation
May 23	Last Day of School for Students
May 24	Teacher Workday
May 27	Memorial Day

- Please check the District's Website for a full calendar of Seneca East events and activities: www.se-tigers.com

MESSAGE FROM THE PRINCIPAL

On behalf of the Seneca East Elementary staff, I would like to welcome all new families to Seneca East Elementary School. For those families who are already an important part of our school community, I would like to extend a “thank you” for again providing Seneca East with the opportunity to educate your children. Our staff is dedicated to making all children feel welcome and valued, and we will do everything in our power to provide a safe and enriching learning environment for all students. The state of Ohio has established demanding academic learning standards and a series of assessments to measure the growth and achievement of students and to “measure the success” of our school. Classroom teachers will work hard to teach and present material in a fashion that will help all children learn and grow and ultimately show success on state assessments. If you have questions about the curriculum and/or assessments used in our classrooms, please do not hesitate to contact me or our teachers. You may also contact Laurie Hunker, our school’s curriculum and assessment director. We know that parent involvement is a key element to the academic growth and success of our students.

While helping children succeed academically is an important goal of our school, I feel that there is much more that goes into what makes a child, teacher, or principal successful. And in our school we will work to meet the social, emotional, and behavioral needs of all students, and we will work hard to establish a learning environment that is based on respect and values. A list of Personal Principles is provided on the following page. These Personal Principles are not just for our students. Our entire school community will work to uphold and live by these principles every day. Again, all children should feel welcome and supported when they enter Seneca East Elementary School and our classrooms. They should also feel that they have something important to contribute to the overall success of our school. It is our job to find and nurture the special talents of our children. On the following page I describe how the Personal Principles apply to elementary students. The staff and I will also discuss and define how these principles apply to our role as educators and role models.

The bulk of this Student Handbook outlines rules and procedures for Seneca East Elementary School and was developed to answer many of the commonly asked questions that students and parents have during the school year. Parents are encouraged to read and discuss the handbook with their children. I would also like to be proactive and point out that for students who follow the basic principles outlined on the next page, there will be little need for the disciplinary procedures described in the handbook. Our goal is to “teach, preach, and model” appropriate and expected behaviors for in and out of our classrooms. Thank you again for the opportunity to work with your children. It is truly a privilege to work in such a great school and community. Be sure to contact me whenever you have questions and/or concerns regarding the operation of Seneca East Elementary School. **GO TIGERS !**

Mr. Brad Powers |Phone: (419) 426-1854 |Email: bpowers@se-tigers.com

PERSONAL PRINCIPLES FOR SUCCESS IN SCHOOL

Be Prompt and Prepared

Come to school/class on time and have your books and materials ready to go. Homework and assignments should be completed before the start of class. You should also keep your desk and books organized to keep you and your classmates from being distracted during a lesson. The most important thing: come to class with a smile and a positive attitude! Be ready to learn, and be ready to contribute to the overall success of your class.

Be Professional

How can an elementary student be “professional?” You can do this by dressing appropriately for school and by following class rules. Give your best effort and help your teachers create an environment that gives all children an equal opportunity to learn.

Be Polite

Treat your classmates and adults with respect and kindness. Your smile can have a powerful effect on others. You should also walk quietly in the hallways to show respect for the learning going on in other classrooms. Be sure to say the magic words “*Please*” and “*Thank You*” often.

Be Proactive

According to Steven Covey’s 7 Habits of Success, being proactive means taking conscious control over your life, setting goals and working to achieve them. Instead of reacting to events and waiting for things to happen, you go out and create your own opportunities for success. Make good choices in school and good things will happen.

Be Positive

There is a saying that goes, “Attitudes are contagious...is yours worth catching?” By coming to school with a smile and a positive attitude, you will help set a positive tone for the whole building. A positive attitude is also uplifting and you can help brighten the day for someone who needs a little encouragement.

Be Problem Solvers

Higher-level thinking skills are going to be very important attributes to possess in the classroom. You will find out that many questions have to be asked and possible solutions explored before you are able to find an answer to a problem. Skills learned and practiced in the classroom will help prepare you for challenges you will face in life.

Be Passionate

You should feel a love or passion for what you are good at doing, whether you are good at math, reading, art or music. Do not be afraid to share that passion with others. You may find that your passion is able to inspire others to take pride in their talents.

Be Proud

At the end of each day you should take personal pride in all that you have accomplished. You should also take pride in your school, community, state and country. Do this by keeping our school clean, by representing yourself with class when you are out in the community or when we have guests in our school, and by following classroom and school rules. And remember that you are someone special.....

YOU are a Seneca East Tiger!

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that students and parents have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. A copy of the Handbook is located on the district website, but hard copies of this Handbook will be provided to families as per request. If you have any questions about the Handbook or items not addressed in the document, you are encouraged to talk to the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable commitment to or create a contract with the student and/or parent, but only reflects the current status of the Board's policies and the School's rules as of June 12, 2023 (date of Handbook's approval by the Board of Education). If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the District's website. Please go to www.se-tigers.com to review the current Board Policy Manual (most of what is included in this Handbook, and other important information relating to operations and policies of Seneca East Elementary School, are included in Section 5000 Students of the Policy Manual).

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. As part of our School's PBIS program (as referenced in the Handbook), teachers and staff members will invest a considerable amount of time teaching the Seneca East PAWS and THINK rubric. Students will be taught the expected behaviors for cafeteria, hallway/stairway, classroom, playground, restroom, and bus. Parents are asked to review the rubric and discuss expected behaviors with their children. We will also work with children to help them understand WHY it is so important to behave appropriately in the school environment. We want them to understand their responsibility to help teachers teach and students learn, and to help all staff members and fellow students find success in and out of the classroom. In order to keep parents informed of their child's progress in school, parents will be provided with information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, will use email and make phone calls when appropriate. Some teachers will use other classroom communication tools (Class Dojo, Remind, etc.) or apps to connect with families in a timely fashion. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

INTRODUCTION TO STUDENT HANDBOOK

Parents are again reminded to review this Handbook with their children and to review current Seneca East Board policies and administrative guidelines. The following handbook references topics in alphabetical order. Please contact the building principal if you have any questions

regarding Handbook language and/or Board policies and administrative guidelines. A strong School-Family connection is necessary for building a foundation for student success in school.

Absent and Missing Children

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. A pupil, at the time of his/her entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the appropriate documents are not received within two weeks, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. The primary responsibility for supervision of a student rests with his/her parents or guardians. The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Age Requirements

A child must be five years of age on or before August 1 to enter kindergarten. Most children are considered to have the best chance for a successful school experience if they display a level of social maturity and physical and psychological readiness which generally occurs by this age.

However, in certain instances when exceptional maturation has developed in a child mentally, physically, and socially beyond his/her chronological age, early admission to school may be approved based on testing results. Please contact the school principal to obtain more information pertaining to the testing requirements.

Attendance

The Ohio Revised Code specifically states that all students between 6 and 18 must attend school for the full term it is in session unless excused for a legal reason. An excused absence from school may be granted for one of several reasons as defined by the State Board of Education.

Examples for an excused absence include, but are not limited to:

1. Personal illness or illness in the immediate family.
2. Illness in the family necessitating the presence of the child.
3. Quarantined because of a mandate or standards set by the health department.
4. Death in the immediate family or death of a relative.
5. Work at home that is necessary due to the absence of a parent or guardian.
6. Observation of a religious holiday.
7. An emergency situation or absence due to a cause which is justifiable in the judgment of the administration.

If a student is absent, parents must call the school by 9:00 a.m. on the day the student is absent. If we do not receive a call, the school will attempt to call you at home or work. Upon returning to school, each student is expected to present a written absence excuse. The note must contain the student's name, date(s) of absence, specific reason for the absence, and a parent/guardian signature. A note from a parent/guardian does not automatically qualify the absence as an excused absence. Failure to supply a parent phone call or written documentation of the absence will result in an unexcused absence. Too many unexcused absences may result in truancy charges being filed on the student and/or parent. In the event of a prolonged absence, a doctor's excuse may be required. Reasons such as personal business,

vacation absence, or an excuse without a specific reason are not counted as excused. Specific examples include:

1. Farm related: Those students who live on a farm and are needed at home to work may be excused for up to five (5) days if there is prior notification to the school. Prior notification would include at least a phone call from the parents in advance of the absence and a note upon returning. In some cases, this period of time may be extended with the advance permission of the principal. Previous attendance record, grades, and class work will be considered before the principal grants an excused absence. These hours still count against the HB 410 Attendance law.

2. Medical and Dental Appointments: Families are encouraged to make medical and dental appointments for non-school hours. If this is not possible, a note from the parents should be presented to the office by no later than the morning of the appointment. An absence of one-half day will be charged if the student misses from one minute to three hours of the day's session.. Any student referred by the school for medication or treatment will not be counted as absent.

3. Family Vacation Absence: Vacation absence (defined as "time spent with family") is an excused absence, but for only five (5) days. Students must file a Vacation Absence Form with the office at least two weeks in advance of the vacation. The student is responsible for all work missed during the vacation period, and if a student fails to make up the work, a grade of "F" will be assigned for all work missed. Teachers and administration will make every effort to communicate with families to make sure school work is assigned prior to the vacation so work may be completed and turned in on time. These hours still count against the HB 410 Attendance law.

4. Hunting: A student may be permitted to miss one (1) day of school for hunting provided that a parent note is presented PRIOR to the hunting absence. These hours still count against the HB 410 Attendance law.

Attendance: Late Arrival/Early Dismissal

A student who misses any time between one minute to three hours after 9:00 a.m. or before 2:00 p.m. on a regular school day will be charged with a ½ day absence. A full day absence will be charged if a student misses more than three hours of the school day. In all cases of a child arriving late or leaving early with prior permission, he/she must check in/out in the office. Students leaving school early must be signed out by a parent/guardian before leaving the building. A note that includes the reason for the early dismissal, time for dismissal, and a parent signature should be presented to the office on or before the morning of the dismissal.

Attendance: Excessive Absence

House Bill 410 that was passed into law in December 2016 and became effective April 2017 created new parameters for excessive absences for schools in Ohio. In compliance with the law, Seneca East will now recognize the following requirements for excessive absences:

Definition: Excessive absences for the purpose of this law and for the purposes of its consequences, is defined, now, through instructional hours and not days. The following demonstrates what defines "excessive absences" under the new law:

- I. Absent 38 or more hours in one school month with or without a legitimate excuse (defined as any "month-long/30 day period")
- II. Absent 65 or more hours in one school year with or without a legitimate excuse

**It is important to note that this means with or without a legitimate excuse. HB 610, enacted in 2019, provided a modification to the definition of “excessively absent.” The new language in RC 3321.191 specifies that only a student’s nonmedical excused absences and unexcused absences may be considered in determining whether a student is excessively absent. Any hours that a student is absent with a medical excuse should not be counted by the district in making this determination. However, if a child stays home for illness with only a parent phone call (no doctor’s appointment or note), the absence hours will still be charged even though the absence is counted as excused.

**Again, for purposes of comparison only, Seneca East observes a 6.5 hour school day; therefore, 38 hours is equivalent to approximately 5.9 days while 65 hours equals approximately 10 school days.

Once a student has surpassed the hours permitted and is designated as “excessively absent,” the following steps will be enacted per law:

- I. The parents/guardians of the offending student will be contacted within seven (7) school days of the triggering absences through a written correspondence.
- II. The school may require the student to follow an approved intervention strategy including one or more of the following:
 - A. Counseling
 - B. Mediation
 - C. Developing/implementing an absence intervention plan
 - D. Requiring parental education and parenting programs
 - E. Notifying the Registrar of Motor Vehicles under R.C. 3321.13, and/or
 - F. Taking legal action under R.C. 2919.22, 3321.20, or 3321.38

Attendance/Truancy

Also, in December 2016 and enacted in April of 2017, House Bill 410 created new truancy laws for schools in the state. In compliance with the law, Seneca East will follow the procedures outlined below in order to deal with students who qualify as being “truant.”

Definition: House Bill 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definition, the designation of “chronic truant” has been eliminated and the designation of “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for

- I. 30 or more consecutive hours
- II. 42 or more hours in a school month (defined as any “month-long/30 day period”)
- III. 72 or more hours in a year

*Seneca East’s school day, just to give an example in days, lasts 6.5 hours not counting lunch (as reported to EMIS, the state’s reporting database). Considering the first step in the consequence, a student may only miss 4.6 consecutive days without a legitimate excuse to qualify as truant. For the second step, the rough “day” equivalent is 6.5 days and for the third step, it is 11.1 days. Again, the law says that non-legitimate absences must be figured in hours, so these “day” equivalents are only used to

assist students and parents in understanding, in a more traditional way, the length of these non-legitimate absence definitions.

Once a student has surpassed the hours permitted and is designated a “habitual truant,” the following steps will be enacted per law:

- I. The student will be assigned to meet with an Absence Intervention Team (AIT) within ten (10) school days of the triggering offense.
- II. Within seven (7) school days of the student’s designation as a “habitual truant,” the principal or superintendent will select the members of the AIT. Members of this team must include....
 - A. A representative of the child’s school
 - B. Another representative from the school who knows the child
 - C. The child’s parent/guardian, custodian, guardian ad litem or temporary custodian

**Please note that within seven (7) school days of the student’s designation as a “habitual truant,” the principal or superintendent must make at least three (3) meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem, or temporary custodian. If the parent responds but cannot participate, they are entitled to “appear by designee ” meaning they can send a representative for them in lieu of the parent’s/guardian’s attendance.

**If the seven (7) school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school is charged with...

- I. Investigating whether the failure to respond triggers mandatory reporting to the public children services agency
- II. Proceeding with the AIT in developing a plan for the child in the absence of the parent/guardian/custodian

**Others who may be considered but who are not required to be on the team could include a school psychologist, school counselor, social worker, or a public agency representative who can assist the student and family.

**Please note that the convening of the AIT can be bypassed if the district has a chronic absenteeism rate of less than 5%; however, there must be some intervention done with habitually truant students for 60 days regarding attendance.

- III. Within fourteen (14) school days after the assignment of the AIT, the team shall develop an intervention plan meant to reduce or eliminate further absences. The plan must:
 - A) Be based on the individual needs of the student
 - B) State that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child refuses to participate or fails to make progress on the plan.

**Please also note that the Absence Intervention Plan for a student may include contacting the juvenile court to have a student formally enrolled in an alternative to adjudication.

IV. Within seven (7) days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with a written notice of the plan.

V. If the student at any time during the implementation phase of the AIP or other intervention strategies is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the AIP.

VI. End of the Year Absences- If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district may, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented no later than seven (7) days prior to the first day of instruction for the next school year. In the alternative, the school may toll the time period over the summer months and reconvene the AIP process upon the first day of instruction in the following school year.

VII. Juvenile Court Referral- The attendance officer shall file a complaint with the juvenile court not later than the 61st day after implementation of the AIP if all the following apply:

- A) The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- B) The school has made meaningful attempts to re-engage the student through the AIP or other intervention strategies and any offered alternative to adjudication, and
- C) The student has refused to participate in or failed to make satisfactory progress on the plan.

**If the 61st day after intervention falls on a day during the summer months, the district may extend the implementation plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

VIII. Further requirements that are stated in the law...

- A. Provide counseling for the student
- B. Request or require the student's parent/guardian to attend parental involvement programs or truancy prevention mediation programs
- C. Notify the registrar of motor vehicles
- D. Take legal action

In Summary ...

If a student is absent from school without a legitimate excuse for 30 consecutive hours, 42 hours in a school month, or 72 hours in a school year, he or she is considered "habitually truant," and the following steps will apply as detailed above:

- Step 1: Student assigned to an Absence Intervention Team
- Step 2: Make three meaningful attempts to contact parent/guardian
- Step 3: Principal will select members of the AIT
- Step 4: AIT develops an Absence Intervention Plan
- Step 5: Parents receive written notice of the plan
- Step 6: Juvenile court referral if progress is not made on the plan

Attendance/Absence: Contacting the School

Parents must notify the school before 9:00 AM on a day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. The principal or his designee will attempt to notify a student's parents when the child is absent and no contact has been made from home. The parents will also be notified as students accumulate hours of absence as detailed above (House Bill 410 requirements). Parents/guardians shall provide the school with current home, cell, and work phone numbers and home address, as well as emergency contact information.

Note: House Bill 66 went into effect in April 2019, and requires schools to make at least one attempt to contact parents/guardians within 120 minutes of the beginning of the school day if the child is absent and the school has not been notified. The school's notification can be made by telephone, automated calling system with verification, an automated school information system, email, a personal visit to the home, or other notification adopted by resolution from the Board of Education. If the school is not contacted by the parent, the school will use the numbers provided in the school's computer system or the numbers provided on the Emergency Medical Forms completed at the beginning of the year.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Seneca East Local School District

Administrative Guidelines

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

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

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
 - 1. posting slurs on websites where students congregate or on web logs (personal on-line journals or diaries);
 - 2. sending abusive or threatening instant messages;
 - 3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
 - 4. using web sites to circulate gossip and rumors to other students; and,
 - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 shall immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II

The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III

If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

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

A.

Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B.

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers,

and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

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

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

Disciplinary Interventions

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

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

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

Reporting Obligations

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

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website (if one exists).

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problems, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.

- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

State Board of Education Model Policy (2012)

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BOTTLED WATER / BEVERAGES

Water bottles will be permitted in the classrooms. Students are encouraged to have their own water containers, as store-bought plastic bottles could be difficult to identify unless labeled. Note: The school water fountains are available and in use, so students may use those stations to get water. Students, however, may lose the privilege of having a water bottle or container if they create a mess in the classroom or create distractions (noise of plastic bottle, dropping bottle or container on the floor, etc.) for the teacher and/or classmates.

CELL PHONES

Elementary students are not permitted to have cellphones in school or on the bus. If a student does have a cell phone in school or on the bus, the phone will be confiscated and turned in to the office. Cell phones will only be returned to a parent. Repeat offenses will result in disciplinary action.

CHANGE OF ADDRESS/PHONE NUMBERS

Please notify the school office and your child's teacher of any changes in your address or phone numbers. This is very important in the event of an emergency at school. It is also important to update the school with a list of emergency contacts and phone numbers.

DANGEROUS WEAPONS

The Board of Education is committed to providing the students of Seneca East with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons in the school. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Sections 921-924) which includes, but is not limited to, any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any above described device. No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle, or at any school-sponsored activity. Any student who brings a firearm in the above manner shall be expelled from school by the superintendent for a period of one calendar year. Any student who possesses a firearm which was initially brought onto school property by another person may be expelled by the superintendent at his/her discretion. In addition, the superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The superintendent may reduce the one year expulsion on a case-by-case basis.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought onto school property by another person) while on school property, in a school vehicle, or at any

school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle, or at any school-sponsored activity, the superintendent may, at his discretion, expel the student from school subject to the conditions stated above. Matters which may lead to a reduction of the expulsion include: an incident involving a disabled student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

DISCIPLINARY CODE

I. Purpose: To provide the regulations and guidelines governing student conduct and discipline in the Seneca East Schools.

II. Rationale: Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The intent of this code is to help create a positive educational environment which holds young people accountable for their actions and teaches them to live with the consequences of their decisions. The Board of Education and the administration of Seneca East Schools have established these guidelines. We feel the guidelines will aid in achieving the best possible atmosphere. The code is also intended to standardize procedures to equally guarantee the rights of every student in the district. This code meets the intent of the Ohio Revised Code and Student Due Process. However, we realize that it is impossible to foresee every possible situation or circumstance. Thus, this is not meant to be a complete list of all rules and regulations. Further, this code will be reviewed and updated by the Board of Education as it deems necessary.

III. Jurisdiction: This code and its provisions shall be applicable not only during school hours, but also at all school-related events and activities whether or not they are on Seneca East School property. This code also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

IV. Application of the Code: It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right, but the duty, to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the school setting. However, he/she has discretionary authority to authorize other certificated personnel to use the following measures to correct student behavior.

1. Teacher-Student Conferences
2. Teacher-Parent Conferences
3. Student Referral to Guidance Counselor
4. Disciplinary Report
5. Assigned Detentions
6. Referral to the Principal
7. Removal from the Class or Activity for 24 Hours or less

A key guideline to the application of the policy is embodied in the principle that the appropriate response to a discipline problem is the least extreme reaction which holds promise of resolving the problem. However, there are situations which warrant a more severe

disciplinary measure to correct the problem. In these situations the student will be referred to the principal and the following actions may be taken.

1. Emergency Removal from the Classroom or Activity
 2. Suspension (In-School Assignment or Out-of-School Suspension)
 3. Referral to police or judicial authorities
 4. Recommend Expulsion
- V. Suspension, Expulsion, Emergency Removal Procedures

SUSPENSION

1. The superintendent or principal will give the student written notice of the intention to suspend.
2. The student will have the opportunity to appear at an informal hearing before the principal, superintendent or superintendent's designee to challenge the reasons for the intended suspension or otherwise explain his/her actions. If the administrator determines as a result of the hearing that a student should be suspended, then within 24 hours of the suspension, the parent, guardian, or custodian of the child will be notified in writing. The notice must include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal the decision to the Board of Education or its designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.
3. A student who receives an Out-of-School Suspension may not attend school or participate in extracurricular activities for the duration of the suspension. An Out-of-School Suspension may not exceed ten (10) days.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent or principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing

and the reasons for removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an Out-of-School suspension, he/she will have an opportunity to appear at an informal hearing before the principal or superintendent (or a designee), and may challenge the reasons for the removal or otherwise explain his/her actions.

*Students in Grades K-3: A student in any of grades Kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades Kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the principal is not required to hold a hearing (or provide a written notice of the same).

The principal shall not initiate suspension or expulsion proceedings against a student in any grades pre-Kindergarten through 3 who was removed unless the student has committed one (1) of the following acts:

- A. 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 extracurricular 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. Similarly, the principal can initiate suspension or expulsion proceedings if the student 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 extracurricular 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.
- B. The student commits an act at school, on other school property, at an interscholastic competition, extracurricular 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, or to property as defined in R.C. 2901.
- C. 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.

EXPULSION

Only a superintendent of schools may expel a student. When a superintendent wishes to expel a student, the following procedures will be utilized.

1. The superintendent will give written notice to the student and his/her parent, guardian, or custodian. The notice must include the written reasons for the intended expulsion and that the student and his/her parent, guardian, custodian, or representative have the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain his/her actions. The notice must state the time and place to

appear which must not be less than three, nor more than five days after the notice is given unless the superintendent grants an extension of time.

2. The student and his/her parent, guardian, custodian, or representative may request an extension of time and the superintendent may grant the request. If an extension of time is granted, the superintendent is required to notify the student and his/her parent, guardian, custodian, or representative of the new time and place.

3. A hearing is held before the superintendent or his designee at the appointed time and place. The student, his/her parent, guardian, custodian, or representative is given the opportunity to defend against the charges.

4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing be held in executive session.

APPEAL

A student, his/her parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee. Thus, the Board may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to representation at the hearing. At the request of the student, his/her parent, guardian, custodian, or attorney, the Board or its designee may hold the hearing in executive session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the Board or by action of the Board's designee, the order of the suspension or expulsion may be affirmed; the student may be reinstated; the action reversed, vacated, or modified.

VI. Violations of the Rules of Conduct may result in Disciplinary Action including:

1. Denial of privileges, such as recess
2. School work details (cleaning rooms, washing cafeteria tables, etc.)
3. After School Detention
4. Saturday Detention
5. In-School Discipline
6. Out-of-School Suspension
7. Emergency Removal
8. Expulsion

Note: Students serving Detentions and/or In-School Assignments are expected to use the time to complete school assignments provided by classroom teachers or the principal. These students may also be required to complete writing assignments or other activities that require students to reflect upon the behavior or actions leading to the disciplinary measures. A student not successfully completing a Detention or In-School Assignment may then be referred for more severe disciplinary action. After School and Saturday Detentions allow a student to stay in the classroom and not disrupt the educational process. Transportation is the responsibility of the student's family, NOT the school. Detentions are to be served on the

dates assigned unless other arrangements are made in advance. Elementary students serving In-School Assignments and/or Out-of-School Suspensions will be given the opportunity to complete assignments, tests, etc. missed during the suspension, but to receive full-credit the work must be turned in at the time of the student's return to the classroom. It is the responsibility of the student and his/her family to obtain books and assigned work from the classroom teacher(s).

VII. Rules of Conduct

1. **Disruption of School:** A student shall not by use of violence, force, coercion, threat, harassment or insubordination, cause any disruption or obstruction to the educational process, including all curricular and extracurricular activities. This will include said violations to board authorized vehicles used to transport students.
2. **Assault:** A student shall not cause physical or mental injury or behave in a way which could threaten to cause physical or mental injury to school personnel, other students, or visitors while under the jurisdiction of the school. This includes, but is not limited to, fighting. Expect cases of assault to be handled through disciplinary measures listed above as well as reports made to the local police.
3. **Damage to Property:** A student shall not cause or attempt to cause damage to school or private property on the school premises at any time or at school activities on or off school grounds. Students who cause damage (vandalism) to school property may be referred to the police department and prosecuted under law. Further, students who harass, abuse, or vandalize school personnel or their property during the school day or at school events are subject to disciplinary action. This also applies to computers. Students may be required to cover the cost of repair or replacement of damaged school property.
4. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. Please refer to the Dangerous Weapons language included earlier in this handbook.
5. **Alcoholic Beverages:** A student shall not be in possession of, under the influence of, transmit or use any alcoholic beverage on school grounds, at school-sponsored events, or during school hours. A first offense violation will result in up to ten (10) days of suspension. Any subsequent violation will result in a ten (10) day suspension. Mere odor is sufficient cause for disciplinary action.
6. **Drugs, Narcotics, and Look-Alike Substances:** A student shall not possess, transmit, offer to transmit, conceal, or use any drug, narcotic, or counterfeit substance. "Drugs and Narcotics" are defined as any chemical, pill, medicine, chemical preparation, plant, seed, or derivative thereof. This is strictly prohibited, unless prescribed by a physician and proof of the same is presented to the administration. A "counterfeit controlled substance" (look alike) is any substance that is represented to be a controlled substance (even if it is not), or that from its appearance, a reasonable person would believe it to be a controlled substance

Because of its container, label, trademark, trade name, shape, size, color, markings, packaging, or distribution. This prohibition also includes or pertains to all drug paraphernalia or apparatus used in the preparation or use of said controlled substances. In all cases of violation, proper police authorities will be notified. Students who possess, use, or conceal substances shall be suspended for ten (10) days. Second offense

violators and those who transmit or offer to transmit will be suspended for ten (10) days and recommended for expulsion.

7. Harassment: No student shall harass staff, students, or other individuals on the basis of gender, race, religion, age, national origin, or disabling condition. Students who engage in harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

8. Hazing: This 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. Permission, consent, or the assumption of risk by the individual does not lessen the prohibition-bastion contained in this policy. Hazing is strictly prohibited and all incidents shall be reported to the building principal.

9. Tobacco: No student shall be permitted to smoke, chew, or inhale a tobacco product in the school building, on the school grounds, or in a school-operated vehicle. This includes possession of a tobacco product. A first offense will result in two (2) days of suspension, a second offense will result in four (4) days of suspension, and a third offense will result in six (6) days of suspension and a Juvenile Court Referral. *This also includes e-cigarettes, vaping devices, etc.

10. Insubordination and Disrespect: A student shall not disregard or refuse to obey reasonable directions given by school personnel. Violation of minor rules, directives, or disciplinary procedures shall constitute insubordination. Students shall not display disrespectful behavior to any school personnel, students, or guests of the school at any time.

11. Profanity and/or Obscene Language: A student shall not use profanity, obscene language (written or verbal), or vulgar gestures, in communicating with school personnel, other students, or guests of the school while under the jurisdiction of the school.

12. Truancy and Tardiness: Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Local Board of Education conditions outlined in the student handbook under the Attendance/Absence section and the Ohio Revised Code. Repeated violations of tardiness shall also be considered a violation of the attendance policy.

13. Loitering: A student shall not loiter or be in the school building or on school property during unauthorized periods. This includes areas that are restricted from students during regular school hours. Students shall not loiter in the restroom or in the hallway during the school day.

14. Theft: A student shall not take or attempt to take into his/her possession the property or equipment of the school or personal property of another student, school personnel, or guest of the school. Violation of this policy may result in a referral to the police department.

15. Fire Alarms: A student shall not initiate a fire alarm or warning without just cause. Neither shall a student tamper with or use any fire without just cause. Violators will be prosecuted.

16. Fire: A student shall not cause or attempt to cause an unauthorized use of fire on school property or at a school event.

17. Public Displays of Affection: Physical acts of affection between students are not acceptable on the bus, in school or anywhere on the school grounds, or while at a school-sponsored activity.

18. Cheating or Plagiarism: Students shall not cheat by copying test or homework answers from another student or by giving answers to another student in this manner. Students caught cheating under this policy will be given an automatic "0" for the assignment in question, but opportunities to earn points back for that assignment may be provided by the teacher. Plagiarized work turned in by a student will be handled in the same manner.

19. Forging Parent Signatures: Students shall not forge parent or guardian signatures on paperwork that is required to be turned in to a teacher or the office.

20. School Bus Behavior: Students shall at all times conduct themselves in a courteous and respectful manner on the school bus. Students must also follow the rules (no eating, drinking, or chewing gum on the bus; no loud talking, yelling, using profane language; must stay in seats while bus is moving; must be quiet at all railroad crossings; no throwing objects; etc.) as provided in the policies distributed by the transportation director. Please note that students causing disruptions and not following rules may lose their bus-riding privileges.

DRESS CODE

It is the policy of the Seneca East Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. The appearance of students should reflect good taste and personal pride. Each student is expected to be well groomed, clean, and modestly dressed at all times. Standards for school dress should reflect favorably upon the school and community and ensure the health and safety of all students. Standards for school dress as described herein are applicable not only to school itself, but for co-curricular activities and events that would take place before, during, or after school hours with exception of activities where the administration has given permission for alterations in the Dress Code. Exceptions that may be made include spirit week dress, Halloween parade, Right to Read week theme days, etc.

Students who violate the dress code will be subject to the consequences as outlined in the code of conduct. Interpretation and enforcement of the dress code is under the jurisdiction of the building administrator.

1. **Blue Jeans/Pants**- These will be permitted if they do not present holes where the top of such holes are showing skin above mid-thigh. Frays are acceptable higher than mid-thigh but only in

appropriate places on the jeans/pants. Remember that the difference between a hole and a free is seeing skin. If skin can be seen, it's a hole; if no skin can be seen, it's a fray.

Other Considerations Regarding Pants

- I.. Students shall not wear pants that, when fastened, sag or fit below the waist. The pants must fit around the waist and be properly fastened (wear belts if needed).
- II. Pajama Pants are not allowed at school.
2. Shorts- Shorts may be worn to school, and they must be at least mid-thigh length or longer completely around the leg meaning there should not be slits up the side. If there are slits up the sides, the top of the slit must reach mid-thigh length. Short shorts, cut-offs, biker pants/shorts, and swimming wear are not acceptable.
3. Skirts and/or Dresses- Skirts and dresses must be mid-thigh length or longer around the entirety of the body/legs. Note: Mini-skirts are not acceptable. Stockings worn under skirts and/or dresses must not be see-through. If legging or spandex are worn under a skirt and/or dress, the skirt.dress must still be mid-thigh length.
4. Yoga Pants/Joggers/Leggings (or similar attire)- These are not considered to be sweats are inappropriate for school UNLESS they are covered by a top that is at least mid-thigh length or longer.
5. Sleeves and Shoulder Coverage- Sleeves are required on all tops worn to school. Any shirt that is cut off at the shoulder must extend to the end of the shoulder and fit closely under the arms.
6. Hats- (Hoodines, Beanies, Toboggans, Stocking Caps, etc. hereby referred to as "hats" or items that cover the head- Hats are not allowed to be worn in the classroom or building. However, students may bring hats to wear during recess time.

Other Considerations Regarding Head Wear

- A. No bandanas are allowed that cover the head/hair unless prior permission has been obtained from administration based on medical or religious purposes.
- B. No other head/hair coverings are allowed unless prior permission has been obtained from administration based on medical or religious purposes.
- C. Sweatshirts/Hoodies may be worn in school; however, students are not allowed to cover their heads with the hood of the sweatshirt or pullover.
7. Footwear- Footwear must be worn at all times. In the interest of safety, no cleats, rollerblades, roller skates, or skate shoes are permitted in the building.
8. Outerwear- Outerwear clothing (jackets, coats, etc.) are to be stored in cubbies. Students who find the building cold should wear sweaters, sweatshirts, or an over shirt. Note: Coats should not be worn during class unless the conditions are such that coats are needed as deemed appropriate by the classroom teacher.
9. Other Clothing Considerations and Requirements

A. Military issue uniforms or parts of uniforms may not be worn out of respect for the true heroes who wear such uniforms.

- B. Bare midriffs are not permitted. Skin between the pants and shirt should never be showing .
- C. Undergarments must not be visible and garments that are see-through are not acceptable.
- D. Students will not be permitted to wear any attire that advertises or makes reference to alcohol, tobacco, drugs, sex, or any organization or group promoting illegal activities.
- E. Students will not be permitted to wear any attire that contains messages or insinuations to things that are vulgar, offensive, obscene or that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.

EMERGENCY MEDICAL FORMS

An emergency medical form must be on file for each child. This form provides the school with valuable information on what to do in the event an emergency arises. Please notify the office if you need to make revisions to the information (change in phone number, update of medical condition, etc.) during the school year. Note: This will be completed by parents on Final Forms.

EXCUSED FROM RECESS

If your child is just getting over an illness and you would like him/her to stay inside (instead of going outside for recess), please write a note to the classroom teacher. A doctor's note may be required if a child is to stay inside for an extended number of days. This decision will be made by the building principal. You should also write a note to the classroom and PE teacher if you feel that your child needs to miss gym class due to illness.

FIELD TRIPS

As part of the educational experience, field trips may be planned throughout the year. These trips/visits are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Only students with signed permission slips will be permitted to go on the field trip. Students, while on field trips, are expected to behave appropriately and stay with their adult chaperones. Students who cause discipline problems will be referred to the building principal and appropriate action will be taken.

FINAL FORMS

Parents are now required to use Final Forms to read and fill out important school documents (contact information, health and medical information, emergency medical authorization, field trip permission, etc.). Final Forms also includes important information pertaining to transportation and this student handbook. To complete Final Forms, go to the district website (www.se-tigers.com).

FIRE DRILLS

Several times throughout the year, the school will conduct unannounced fire drills. The purpose of the fire drills is to provide and practice a safe and rapid plan for clearing the building in case of fire or other emergency. Students should conduct themselves as though the threat of fire actually existed. Upon the sounding of the fire alarm, students will leave the building promptly, using the nearest exit route as designated/posted in the classrooms. All windows and doors are to be closed and lights turned off as the last person leaves the room. There is to be NO TALKING and NO RUNNING during a fire drill. The principal or his designee will signal when it is safe to return to the building. Disciplinary action will be taken with students who do not follow proper fire drill etiquette and procedures. The Board of Education

has adopted a resolution stating that any person found tampering with the fire alarm system or firefighting equipment will, in the event of a student under 18, be suspended from school and referred to Juvenile Court.

GRADING

The school year is divided into four grading periods (quarters). Grade cards will be sent home with students at the end of each quarter, but teachers will record student grades on our Progress Book system on at least a weekly basis. Parents who have internet access will be provided with an account to check the grades of their children. For families who do not have this access, midterm progress reports will be sent home at the mid-point of each quarter. Parents should carefully review all midterm reports and grade cards and contact teachers if they have questions or concerns. In order to promote school-wide unity of grades, the following grade scale will be used by all teachers: A =90-100, B =80-89, C =70-79, D =60-69, F =below 60.

At the end of the school year, grade cards will be sent home with students. If a child has not returned all school and/or library books or if money is owed for various items, payment must be made before grade cards are released.

GUM CHEWING

Gum chewing is not allowed in the building or on school grounds at any time during the school day. This includes while on the bus.

HEAD LICE

Any child identified as having head lice or nits shall be excluded from school and school-related activities until proper treatment is received. Students may re-enter school upon presentation of a note from a doctor or health nurse stating that the child's head is free from lice and nits.

HOMEWORK

Homework may be assigned to students at the discretion of the classroom teacher, and the work will be designed to strengthen and expand student skills in specific areas. The amount of homework should increase as a child moves through the elementary grades. As a guide or reference point, a student should have approximately 10 minutes of homework per grade level (for example, a 3rd grade student may have 30 minutes of homework while a 6th grade student has 60 minutes of homework). If your child is routinely spending more than this amount of time on homework, please contact his/her teacher. Homework should be completed by the student to the best of his/her ability and then turned in to the teacher on time. Phone calls will be made or letters will be sent home if a teacher feels that a student's quality of work needs to improve or a student is not turning in the assigned work. Students will be required to make up missed assignments in a timely fashion. A student who misses one day of school will have one day after his/her return to complete the work, a student who misses two days of school will have two days after his/her return to complete the work, etc. Parents may pick up work for an absent child, or the work will be provided for the child upon his/her return to school. Minimal or no homework will be given on Wednesday evenings. Please note that students may be kept in from recess or assigned to serve after school detentions to complete missing assignments. Students habitually not turning in homework will be referred to the building principal and a meeting will be scheduled with the parents, student and teachers involved, and the principal.

ILLNESS

If a student is ill or becomes sick during the course of a school day, he/she should notify the teacher or office immediately. Every attempt will be made for the student to be accompanied to the office. If, in the

judgment of the principal or his designee, the student is too sick to remain in school, arrangements will be made for a parent to pick the child up.

INTERVENTION ASSISTANCE TEAM

Referrals to our school's Intervention Assistance Team may be made by parents or school personnel. Concerns about academic performance or emotional, social or behavior problems will be discussed by a group that includes the child's parents, teachers, principal, guidance counselor, and other appropriate school personnel in an attempt to resolve the problem.

LUNCH PROGRAM

The cafeteria staff will make every effort possible to provide appetizing and nutritious lunches and a la carte items. To ensure an enjoyable and relaxing lunch period, the following rules will be observed.

1. Students will be observed by lunch/playground aides, but should take it upon themselves to talk in a quiet and reasonable manner.
2. Students may not leave the auditoria during lunch without permission from a teacher or supervising adult. Students also need to get permission before going to the restroom.
3. All trays and utensils should be taken to the disposal area.
4. Pop is not allowed without the prior permission from the principal, teacher or cafeteria supervisor.
5. Students are expected to clean off their tables and pick up trash from the floor.
6. No running or horseplay is permitted in the lunch line or auditoria.
7. No cutting in line.
8. In cases of emergency, a student may charge lunch. No more than two (2) unpaid charges will be permitted. All charges are to be paid promptly.
9. Students may pack a healthy lunch from home, but no food is to be ordered by students to be delivered to school by a restaurant.
10. At this time students are not permitted to have guests come to school and have lunch with them unless permission is given by the school principal.
11. Elementary students will have access to a la carte items. Parents are to notify the school if their children are not to purchase these items with or after lunch. Parents will have online access to review student lunch accounts. Contact the cafeteria supervisor if you have questions about this program.

MEDICATION

While the dispensing of medication in school should be avoided if at all possible, certain isolated cases may exist where it is necessary. In these cases, the following guidelines must be followed.

1. The building principal or teacher must receive a written request, signed by the parent or guardian, that the medication be administered to the student.

2. The building principal or teacher will receive a signed statement by the physician who prescribed the medication. The statement must include the following information.

- Name and address of student.
- School and class in which the student is enrolled.
- The name of the drug and the dosage to be administered.
- The times at which the drug is to be administered.
- The duration/dates the drug is to be administered.
- Any adverse reaction that should be reported to the physician.
- Special instructions for the administration of the drug, including sterile conditions and storage.

3. There must be a notification to school employees if any information provided by the physician changes.

4. The person authorized by the Board to administer the drug must receive a copy of the statement described above.

5. The drug must be delivered to school in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

6. Security precautions must be provided.

With this policy adopted by the Board of Education, no person who has been authorized by the Board to administer a prescribed drug, after all of the provisions of the medication policy have been followed, would be held liable in civil damages for administering or failing to administer the drug unless the person acted in a wanton and reckless manner.

All medication will be stored in and dispensed from the school office/nurse's room. A copy of the physician's request (for the administration of medication by school personnel) and the parent's request (for the administration of medication by school personnel) form are included at the back of this handbook and may be copied as necessary. Forms are also available in the school office.

NUISANCE ITEMS (GAMES, ELECTRONICS, ETC.)

Ipads, ipods, CD players, MP3 players, etc. are not to be brought to school without the permission of the classroom teacher or school principal. Such items may be used in the classroom for educational purposes (for example, listening to audio textbooks), but in these cases permission will be obtained from school personnel to have the items in the classroom. Students having electronic games, music players, laser pointers, etc. will have the items confiscated and turned in to the building principal. The items will only be returned to a parent.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled on the evenings of November 2 and 9 in the fall of 2023, and also on the evening of February 7, 2024. Parents will be notified of the conference dates/times, and an effort will be made to schedule conferences for every parent. Parents are also encouraged to meet with teachers as (or before) concerns arise, and these conferences may be scheduled by contacting

teachers to schedule the appointments. Parents may not visit a teacher's classroom without prior notice and consent from the teacher and building principal, and parents receiving permission to visit classrooms are still required to wear a Guest Badge while in the building. Regular home-school correspondence via written notes, phone calls, email, etc. is also encouraged. Parents are also asked to follow the proper channel of command when conflicts do arise: (1) Communicate with the teacher to obtain information and attempt to resolve conflict if needed. (2) Meet with the building principal if conflict is not resolved with the teacher. (3) Request a meeting with the superintendent if meeting with the building principal does not solve the problem. Please refrain from contacting school board members with complaints until the other attempts to resolve a problem have been made.

PARTIES

Classroom parties may be scheduled to celebrate major holidays. If you wish for your child to not participate due to religious or other reasons, please contact your child's teacher(s) and he/she will be excused from the activities. Birthday parties for students are not permitted, but parents may send in treats to be shared with all classmates during recess or lunchtime, or at another time at the discretion of the classroom teacher. Please make an effort to send in healthy treats to be shared with the class, and also **be aware of allergy concerns** (for example, many students are seriously allergic to peanuts). A list of ingredients should be provided for any food/items brought to school for such occasions. Invitations for private birthday (or other) parties that do not include the entire class are not to be distributed at school. This will help avoid embarrassing situations and hurt feelings for our students. Parents are to be discouraged from having flowers or balloon bouquets delivered to school. Such deliveries will be kept in the office until the end of the day, and these items are not to be taken home on the bus.

PBIS

PBIS is a behavior management framework intended to prevent the need for restraint and seclusion in schools. This program seeks to be proactive as opposed to reactive in response to negative student behaviors. Research shows that behavioral improvements result when we acknowledge positive behaviors in students. Consequences still exist for behavior errors; however, PBIS seeks to reduce the number of times behavioral errors occur for students.

A fundamental piece to the PBIS program is the teaching of expected behaviors. Teachers and staff of Seneca East Elementary School will invest a significant amount of time during the first few weeks of school (and beyond) teaching and modeling expected behaviors for the cafeteria, hallway/stairway, classroom, playground, restroom, and bus. Students are taught "PAWS" and Think behavior at the beginning of the school year and throughout the year as needed. Having "PAWS" and Think behavior means the student demonstrates PRIDE in what they do, has a positive ATTITUDE, makes WISE choices, and SHOWS respect. PBIS works to create a predictable, consistent, positive, and safe school climate across all grade levels and building locations.

The Seneca East PBIS mission statement reads, "We believe optimal student achievement (academic and behavior) can be attained by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.

PHYSICAL EDUCATION CLASS

Gym class will be held at least one day per week and all students are required to take part in physical education activities. This class will provide structured sports and fitness activities designed to enhance student interest in team and individual sports and personal fitness. Specific rules will be posted and enforced by the physical education teacher. Students, for example, will be required to have a clean pair of shoes at school that are used for gym class and recess. This will help our school keep and maintain a clean gym floor that is safe for all students and athletes.

Students at the older elementary grades will also be required to have shorts or sweatpants and a tee shirt for gym class (separate from the clothes worn to school on that day). Students who are not to participate in gym class are to have a note, signed by a parent, for the physical education teacher. The note needs to include the specific reason the child is to not participate in the class. A note from a physician may be required when a student needs to miss an extended amount of days. This requirement will be made by the school principal.

PICTURES

Innovations Portrait Studio and the school will notify parents of Picture Days. Portraits are scheduled for both the fall and spring. All pricing information will be provided by Innovations, and all fall packages must be pre-paid. All students will have photos taken in the spring and the photo packages will be sent home. Parents will then decide to either keep or pay for the spring portraits or send the package back to school (with all photos not paid for). Memory Books that include elementary pictures taken in the fall and candid photos taken throughout the year will also be made available for purchase. Note: Innovations may require parents to pre-pay for pictures and only photo those students on spring Picture Day. Updates will be provided for parents prior to picture day. Picture Days are listed on the calendar in the front of this handbook.

PLAYGROUND RULES

Students are to follow the same rules and policies as established for school and the classroom, but an emphasis will be placed on safety. Students should not play games that involve excessive contact (pushing, shoving, tackling). There will also be absolutely NO BULLYING or fighting. Students who bully or fight with others will be removed from recess and also face suspension from school. All instances of bullying and/or fighting will be referred to the building principal and appropriate action will be taken.

PROMOTION-RETENTION

When the possibility of retention exists for any child in Grades K-5, parental input and suggestions are welcomed and encouraged. Parents will be notified of the possibility of retention at the end of the first semester and again after the third grading period. The final decision to retain, place, or promote a student will be made by the building principal. The following guidelines will be followed when determining whether or not a student is to be retained.

- **KINDERGARTEN:** Under state law, the successful completion of kindergarten is mandatory for entrance into first grade. The decision to promote or retain will be based on a child's progress with respect to skill level and/or readiness for the ensuing year.
- **Grades 1-3:** There are many factors to consider when retention is a possibility for a student in these grades. The primary focus will be on a student's development in reading and math. Other considerations will include performance on state achievement tests and other tests administered by Seneca East Elementary School, attendance, eligibility for intervention/remedial/special education programs, social maturity and readiness for the next grade level. Seneca East Local Schools will also follow any regulations provided by the State of Ohio Third Grade Reading Guarantee legislation.
- **Grades 4-5:** Students in these grades will be considered for retention when they fail one or more major subjects (reading, math, English, social studies and science) for the year.

Other considerations will include performance on state achievement tests and other tests administered by Seneca East Elementary School, attendance, eligibility for intervention/remedial/special education programs, social maturity and readiness for the next grade.

SCHOOL SCHEDULE AND MORNING/AFTERNOON PROCEDURES

Students bussed to school will enter the building at 7:55 a.m. and report directly to their classrooms. Students dropped off by parents will enter the OFFICE or GYM entrance at or after 7:50 a.m. at which time they will report to their classrooms. Note: Breakfast items are available for purchase, but students need to check in with their teachers before going to the auditoria. Students are to be in their classrooms by 8:00 a.m. At the end of the school day, students who are to be picked up by parents will be led to the gym lobby area at approximately 2:55 p.m. Parents are encouraged to pick up their children near the gym lobby entrance. Children will not be released to go to the parking lot on their own (an adult will walk a child to his/her car if needed). Parents picking their children up prior to 2:55 p.m. will need to sign them out in the elementary office. Students riding home on buses will be taken to the bus parking lot by their teachers at approximately 2:57 p.m. Buses will be loaded and leave the school by approximately 3:05 p.m.

SPECIAL EDUCATION

Children with suspected disabilities may be referred for testing by a parent, teacher or principal.

Prior to this testing, students should have been referred to the school's Intervention Assistance Team (as described earlier in the handbook) for a plan of action. Students may then be referred for testing to be conducted by the school psychologist and other school professionals. Testing will not be conducted without written prior consent from a parent. Parents, in all cases, will be provided with information explaining special education rights and procedures.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. For the students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. 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.

TARDINESS

A student who arrives at school after 8:10 a.m. is considered tardy (a student will be considered tardy if arriving at school between 8:10 – 9:00 a.m.). He/she should report to the school office upon arrival and have a signed note from a parent stating the date and reason for the tardiness. If a student does not have a note, the tardy will be considered unexcused. Continued unexcused tardiness will be dealt with as an absence and may result in disciplinary action or referral to court. Students who are tardy to class will be dealt with by the teacher, and those students who are excessively tardy to class will be referred to the building principal.

TECHNOLOGY

Please read the *Distance Learning Agreement and Waiver* and the *Acceptable Use and Internet Safety Policy* included in the back of this handbook. A Parent/Student Signature Page will be sent home on or before the first day of school and parents will then return the signed sheet to indicate that they have read and understand the waiver and policies. Students will not have access to the school computer network unless they have turned in the parent permission sheets.

TELEPHONES

The office telephone is a business phone and should be used accordingly. Students may use the office phone for emergency calls only, and with teacher permission only. Forgotten homework, books, lunches, lunch money, etc. may not constitute an emergency. Developing responsibility is a part of student growth. Please note that telephones are located in every classroom, and you may leave messages for your child's teacher during the school day. Parents are encouraged to contact teachers as questions/concerns arise.

TESTING

No person shall release, cause to be released, reproduce or cause to be reproduced any secure test materials pertaining to the Ohio Achievement Tests. The state of Ohio does release previously administered tests for review, and these documents may be obtained by going to the Ohio Department of Education website. No individual who has served as a test monitor or examiner shall produce, design, or review any samples of the testing materials prior to the materials being made available by the state. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or district buildings. No person shall cheat, accept assistance in cheating, or assist in cheating in any way manner or form. Cheating shall be defined as, but not limited to, copying from the test of another or from a test not legally given to the pupil being tested at the designated time of the examination. Violations of these provisions shall be investigated and prosecuted under Section 3319.151 of the Ohio Revised Code.

TEXTBOOKS

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Seneca East may charge specific fees for activities and materials used in the course of instruction. **Student Fees will NOT be charged for the 2023-2024 school year.** Charges, however, may also be imposed for loss, damage, or destruction of school equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines assigned by the library by promptly returning borrowed materials. **UNPAID BILLS AND FINES:** Students must have all school fees paid in order to receive grade cards and parent access to the Grade Book Program. Parents who are not able to pay the entire fee at the beginning of the school year may contact the school principal and make a payment plan.

TITLE IX- PROHIBITING SEX DISCRIMINATION IN EDUCATION

The superintendent of schools is the Title IX Coordinator. The grievance procedure, as adopted by the Board of Education, is as follows: Any resident of the Seneca East Local School District who feels that sexual discrimination is being practiced in the Seneca East Local Schools may make a written complaint specifying the nature of the discrimination and any supporting evidence to the district coordinator. The district coordinator will investigate and make a written response to the person initiating the grievance within fifteen (15) days of receiving the complaint. If the coordinator feels that an official interpretation is desirable from the office of Civil Rights, the person initiating the grievance will be so notified and the 15 days may be extended to accommodate the request.

TORNADO DRILLS

The tornado drill is designed to prepare our school for the event of a tornado warning for the immediate locale. When the tornado drill is sounded or an announcement is made over the school speakers, students will remain calm and follow the directions of the classroom teacher. Teachers will lead students

to the areas designated on Tornado Evacuation Posters located in the classrooms. Students will be taught and asked to demonstrate the elbow and knees position with hands covering their heads. There will be no talking during a tornado drill. Disciplinary action will be taken with students who do not follow proper tornado drill etiquette and procedures.

TOYS, TRADING CARDS, VIDEO GAMES, ETC.

Students are not allowed to bring toys, trading cards, electronic or video games, etc. to school unless prior permission is granted by the teacher or principal. Games and activities are provided for students at recess and in the classroom, so items do not need to be brought from home. Students may have these items confiscated and given to the school principal to return to parents.

TRANSPORTATION/BUS BEHAVIOR

Students are expected to behave appropriately on the bus and show respect for the safety of all students on the bus. Students are to stay in their seats while the bus is moving, speak quietly (not yell or scream), refrain from throwing paper or other items, and make sure that they do not have food or drink on the bus. A specific, detailed list of rules and procedures is included in the next section of this Student Handbook. Please review this information with your children. Bus drivers will review these rules and procedures with students as needed, and students who do not follow the rules will be referred to the school principal. A disciplinary report will be sent home by the principal. This report will describe the behavior in question, include previous attempts to resolve the problem with the student, and identify the action taken by the principal. Students whose conduct presents a threat or danger to the order and safety of all concerned on the bus can and will be refused the privilege of riding the bus. Parents are asked to review the bus rules and procedures with their children on a regular basis to help prevent bus discipline problems from occurring. *Please note: No student will be allowed to ride the bus home or get on in the mornings with another student. The ONLY exception allowed is if the students ride home or to school on the same bus on a daily basis.*

School Bus Discipline Procedure

The school bus is an extension for the classroom, and The Ohio Revised Code stipulates that the bus driver is responsible for maintaining order on the bus (O.R.C 3319.14)

Students are expected to extend drivers the same respect and courtesy extended to teachers and administrators.

Consequences for improper conduct on the school bus may include the following. (For example: any incidents stated in the pupil transportation policies for K-12)

1st offense: A verbal warning issued by the bus driver. Student will receive a “written copy” of verbal warning.

2nd offense: When a student is referred to the administrator’s office, for any incident, student will be subject to a detention and a phone call to the parents or guardian.

3rd offense: The student is referred to the administrator’s office, for any incident, student will be subject to a 1 to 3 day suspension from riding the school bus. A form is sent home notifying the parents or guardian of the suspension period by the school office.

4th offense: The student is referred to the administrator's office, for any incident, student will be subject to a 5-10 day suspension from riding the school bus.

5th offense: Permanent Removal from riding the school bus.

In some instances, a student may be subject to discipline of a 5-10 day suspension from riding the bus without notice, or on the 1st offense. Examples of such incidents are as follows:

1. If a student strikes, attempts to strike, or threatens a bus driver.
2. If a student cuts seats or otherwise damages a seat, plus cost of repairs will be billed to the parents/guardians.
3. If a student is fighting, injures, or presents a danger to other students.
4. If a student uses or dispenses, tobacco, e-cigs, alcohol, or drugs.
5. If a student lights a fire or is playing with matches or a lighter.
6. If a student brings a weapon or explosives on the bus.
7. Other incidents that are not listed that would warrant an immediate dismissal.

Pupil Transportation Policies for Grades K-12

1. Pupils are to arrive 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait for the bus at their designated bus stop and place of safety. Once the bus comes to a complete stop, and the driver drops his/her hand, then, the student may board the bus.
3. Pupils must enter and exit the bus in an orderly single file line. If necessary to cross the road, students are to cross 10' in front of the bus, *after* receiving a clear signal from the driver that it is safe to cross. Students must wait at their place of safety, until after the bus leaves.
4. Pupils must not threaten, strike, push, trip, otherwise abuse another student riding the bus or waiting at the bus stop.
5. Pupils are to go directly to their assigned or available seat so the bus may safely resume motion.
6. Pupils must stay in their assigned seats while the bus is moving, no standing, turning around, or leaving their seats while the bus is in motion. All aisles and exits must be clear at all times.
7. Absolute quiet must be observed while approaching, stopping and crossing all railroad crossing tracks.
8. Pupils must not use abusive, derogatory or profane language, bully other students, or pick on another student(s). Students must keep their hands and feet to themselves.
9. Pupils must refrain from eating, drinking, (except for medical reasons) chewing gum, smoking, all tobacco use, light matches or lighters on the bus.
10. Pupils must keep hands, arms, legs, and head inside the bus. Windows may be open with the permission from your driver.
11. Pupils must not throw or pass objects and/or paper on, from, or into the bus.
12. Please arrange another means of transportation if you must bring any large, fragile, or forbidden cargo to school. Packages or musical instruments that can fit and be held securely on your lap may be carried if there is sufficient space. Students must check with the bus driver in advance.

13. Forbidden cargo: Pupils must not bring pets, animals,(exception special needs assistance) reptiles, or insects of any kind on the bus. Pupils can not bring glass containers, bottles, helium balloons, skateboards, fragile items, laser pointers or items that have sharp points or edges. (lunch thermos bottles are acceptable)
14. Firearms, ammunition, weapons, explosives, or other dangerous materials on a school bus is prohibited by law.
15. Pupils must not have alcohol or drugs in their possession on the bus, (except for, prescription medication required for students).
16. Pupils cannot yell, whistle, stomp feet, clap hands or otherwise distract the bus driver.
17. Pupils will not litter, spit on the bus floor, tamper with, or deface/destroy bus property or equipment.
18. No cell phones or video games are to be out on the bus. The bus driver has the right to confiscate these items and turn them into the office.
19. Pupils shall not board school buses to which the students are not assigned except with the express permission of the transportation department. A bus pass must be given to the driver as the student boards a bus.

VISITORS

Parents will not be permitted to walk students to the classroom. The only exception will be for a child's first day of school. Parents and other guests will also not be permitted to eat with children in the lunchroom. Parents may attend in-person meetings with teachers, but must sign in with the building secretary upon arrival. Please note: These policies have been established for the safety of our children and school staff.

WEATHER EMERGENCIES/SCHOOL DELAYS OR CANCELLATIONS/EARLY DISMISSALS

When extreme weather conditions are such that it is inadvisable to begin the school day at the regular time, a plan to delay the opening of school for one or two hours or to cancel classes for the day will be announced over local radio and television networks. Seneca East will also utilize the emergency phone system to call homes of all parents to notify them of the delay or closing of school. Please contact the school office if you are not receiving messages from the emergency phone system. In the event of an early dismissal, school officials will see that children follow the dismissal procedures that would be followed during a regular day. For example, a student who would have ridden the bus home at the end of the day would ride the bus home in the event of early dismissal. A student who would have been picked up by a parent on a regular day would be taken to the school office to be picked up by a parent when there is an early dismissal. Parents needing to make other arrangements must call the school office once an early dismissal is announced. Note: The Apptegy/Thrillshare system is an automated message delivery system used by Seneca East. It is used to disseminate information to groups and to potentially all district families who sign up for the service. This system will be used to communicate with staff and families in the event of an emergency.

Parent/Guardian Notification to Share Information for Purposes of Billing Public Insurance and Consent to Bill Public Insurance

Dear Parent/Guardian,

Local Education Agencies (LEAs), such as school districts, are eligible to receive a federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's Medicaid program and are provided in accordance with the students' IEPs.

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) requires schools to obtain written parental consent to share students' education and health-related records such as Evaluation Reports, IEPs, and direct services and to bill these services to Medicaid. We are requesting your permission to share this information with the Medicaid Agency (the Ohio Department of Jobs and Family Services) and our Medicaid billing agent in order to submit a claim.

Please note:

1. No matter whether you grant consent or refuse to consent or revoke your consent, your child will still be provided with an evaluation and/or the services on his/her IEP, and you will not have to pay for those services.
2. Your consent is voluntary. If you give consent, you will not incur any out-of-pocket expense, and there will not be a decrease in your child's available lifetime Medicaid coverage.
3. If you give consent, you may revoke it in writing any time after it is given. Your revocation of consent will not negate (undo) an action that has occurred after consent was given and before consent was revoked.
4. The withdrawal of consent or refusal to provide consent to the district does not relieve the district of its responsibility to ensure that all evaluations and/or services on your child's IEP are provided at no cost to you.

Upon request, you or your child may receive copies of your child's records that are disclosed as a result of this authorization.

This publication serves as the required annual notification under 34 CFR 300.503(c)

If you have any questions or concerns, please contact the district's Medicaid Coordinator,

Susan Bollin from Weswurd, LLC, at (419) 346-9651.

**PARENT REQUEST AND AUTHORIZATION TO ADMINISTER A PRESCRIBED
MEDICATION/DRUG OR TREATMENT**

To the Parent:

**THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED
MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.**

NOTE: This authorization is located in Final Forms.

Name of Student _____

Address _____

School _____

Grade _____

A. I am requesting permission for my child named above to: (Check all that apply)

_____ use or receive prescribed medication

_____ receive prescribed treatment

_____ self-administer prescribed medication(s) in my presence or that of an authorized staff member

in accordance with the authorized prescription.

B. I will assume responsibility for safe delivery of the medication/drug to school. The medication/drug must be received by the District (i.e., the person authorized to administer the drug to the student) in the container in which it was dispensed by the prescriber or a licensed pharmacist.

C. I will notify the school immediately if there is any change in the use of the medication/drug or the prescribed treatment. (You must submit to the District a revised licensed prescriber's statement, signed by the prescriber, if any of the information contained in the statement changes.)

D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent* _____

Date _____

Home Telephone

Work Telephone

*Parent, guardian, or other person having care or charge of the student.

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Revised for Student-Parent Handbook 2013

LICENSED PRESCRIBER'S STATEMENT

To the Prescriber:

The School District requires that all of the following information be provided before it will administer Medication or treatment to the student.

Name of Student _____
Address _____
School _____
Grade _____

I am a licensed health professional authorized to prescribe drugs, and I have prescribed the following medication to the above named student (specify the name of the drug)

Date the administration of the drug is to begin

Date the administration of the drug is to cease

Specify the dosage of the drug to be administered, and the times or intervals at which each dosage of the drug is to be administered

Specify any special instructions for administration of the drug, including sterile conditions and storage

Report the following side effects (i.e., severe adverse reactions) to my office immediately

Prescriber's Signature _____

Telephone _____

Printed/Typed Name _____

Date _____

SENECA EAST LOCAL SCHOOL DISTRICT

DISTANCE LEARNING AGREEMENT AND WAIVER

INTRODUCTION

“Distance learning” technology provides students with a unique opportunity to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. However, due to the very nature of distance learning, each student must accept a higher level of responsibility for his/her participation and behavior in order for the program to be successful. Also, students and parents must be willing to allow the audio and/or video transmission of student activities to remote locations to be heard and/or viewed by persons outside the SENECA EAST Local School District.

Therefore, in order to participate in any distance learning offering of the SENECA EAST Local School District, each student and his or her parent/guardian (if the student is under 18) is required to sign the forms set forth on two pages which follow.

STUDENT AGREEMENT

Due to the special nature of distance learning programs, I hereby agree to abide by the following conditions for my participation in any distance learning course or offering of the SENECA EAST Local School District:

1. I will not behave in a manner which is disruptive or distracting to other students. This includes wearing clothing or otherwise having an appearance which, in the opinion of the instructor or supervisor, is disruptive or distracting to other students.
2. I will follow the instructor’s directions for participating in the activity.
3. I will not use language or gestures which are obscene, vulgar, profane, or sexually suggestive.
4. I will participate in classroom discussions or other learning activities to the best of my abilities.

5. My voice, image, physical presence, and participation in class activities may be electronically recorded at any time and may be transmitted to instructors, students, and other persons in remote locations as part of the distance learning course or program.

I understand that my failure to follow the above rules and conditions may result in my being removed from the distance learning class or activity.

Due to the special nature of distance learning activities, I understand that it is necessary for my son/daughter/ward to be photographed, videotaped, or recorded as part of the remote classroom or other learning activity.

I therefore give my permission for the above student to be photographed, videotaped, or recorded for purposes of distance learning activities, and for his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in the distance learning activity.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

FOR THE COMPUTER NETWORK OF THE

SENECA EAST LOCAL SCHOOL DISTRICT

The SENECA EAST Local School District is pleased to make available to students access to Inter-connected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

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

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates

this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

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

II. TERM OF THE PERMITTED USE

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

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette.

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer

systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or

by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing SIGNATURE PAGE, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new SIGNATURE PAGE, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet

Safety Policy and Distance Learning Agreement and Waiver of the SENECA EAST School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Home phone

Student signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name _____

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the SENECA EAST School District's Acceptable Use and Internet

Safety Policy and Distance Learning Agreement and Waiver for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

Parent or Guardian name(s) (PRINT CLEARLY)

Home phone

Parent or Guardian signature(s)

Date

Address

ADOPTED:

REVISED: 06/12/2009

Legal References: Children’s Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])

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

PARENT/STUDENT SIGNATURE PAGE

2023-2024 SCHOOL YEAR

Student’s Name _____

Grade _____

Missing Child Registration Form

In compliance with the Ohio Revised Code 9.55.3 (Senate Bill 321), Missing Child Registration Act, parents/guardians of Seneca East Local students are asked to notify the school office the day a student is absent or to send in a note if the absence is known about in advance. If the school is not notified, we are required to contact a parent/guardian by telephone. Please notify the school of your child’s absence:

Grades K-5 call 419-426-3344; Grades 6-12 call 419-426-3312.

In order to prepare to do this, if necessary, we need to have on file a current phone number for home, work and an emergency number.

Work Phone Number: Mother _____

Father _____

Emergency Contact Person _____

Phone _____

____ By checking this space I agree that my child and I have reviewed the Seneca East Parent-Student Handbook for the current school year and agree to follow its contents.

Field Trips

____ By checking this space my child has permission to participate in school sponsored field trips and/or activity trips, walking or using a school bus for the current school year. A short notice will be sent home prior to a trip indicating the type of experience, lunch provisions, admissions, and full details. By having your permission signature on file we can avoid last minute problems and possible disappointments. A particular experience can be refused by the parent by returning a note to your child's teacher. The Principal may deny student participation in field trips for students who are missing excessive classroom work or have exhibited inappropriate school behaviors.

Media Release

____ By checking this space my child and I understand that:

- Newspaper photographers may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
- My child may be videotaped and/or photographed for educational purposes. Video CD/DVD may be created and distributed from these videotaped and/or photographed events.
- There are times during the school year when parents and/or school organizations require a class list of student names, phone numbers, and/or an address for various reasons such as; school events, school fundraisers, classroom events, birthday parties, etc. I give permission for my child's name, phone number, and/or address to be distributed on a classroom list.

Cell Phone

____ By checking this space my child and I understand that:

- Cell phone use is prohibited during the school day.
- Cell phones will be confiscated from students and released to a parent/guardian only.
- Cell phones offenses will result in the following consequences:
 - Removal of cell phone

- In-school-suspension

- Expulsion

Unless I revoke my permission in writing, the Seneca East Schools have permission for all of the above activities for the current school year.

Acceptable Use/Distance Video Learning (Computer Technology/Network Forms)

____ By checking this space my child and I understand that:

- I have read the Acceptable Use and Internet Safety Policy and have completed the signature form for the 2023-2024 school year.

- I have read the Video Distance Agreement and have completed the signature form for the 2023-2024 school year.

My child and I have read all the above information and have checked all the boxes that apply. By signing below, my child and I verify the information is correct and the guidelines outlined above are understood.

Parent/Guardian Signature _____ Date _____

Child/Student Signature _____ Date _____

Please return required signature pages by Friday, August 25, 2023

Note: The above forms are to be completed online via Final Forms.

