

Coshocton Elementary School Student/Parent Handbook 2021-2022



The policies and regulations outlined herein are approved and adopted by the Coshocton City Schools Board of Education. To view the policies in its entirety, please visit [Board Docs](#) or check out our schools website www.coshoctoncityschools.com

ADMINISTRATION

Dr. David Hire, Superintendent
Kaitlyn Ashbrook, Director of Curriculum and Federal Programs
Todd Johnson, Director of Special Services
Tony Meiser, Principal K-2
John Casey, Principal 3-6
Kayley Andrews, Assistant Principal

Mission Statement: Coshocton City Schools, in partnership with family and community, will empower individuals to become literate, respectful, responsible, and independent life-long learners in an ever-changing global society.

COSHOCTON ELEMENTARY SCHOOL



Principal: Mr. Tony Meiser
Principal: Mr. John Casey
Assistant Principal: Mrs. Kayley Andrews

1203 Cambridge Road
Coshocton OH 43812
Phone: 740-622-5514
Fax: 740-295-7716

August 2021

Dear Parents/Guardians and Students:

We welcome you to Coshocton Elementary School. We are looking forward to working with you as we embrace a new school year to provide both a positive atmosphere and an excellent learning experience for every student. Every member of our school should strive toward excellence.

This handbook is for students and parents. Please read it so you understand it. This handbook should tell you what you want to know; and, if it does not answer your question or concern, reach out to us for help.

Please get involved in your child's school. Attend a PTO meeting, volunteer in the classroom, and read with your children. Make sure you know your child's teacher and allow the teacher to get to know you. A partnership between you and the teacher will help your child be successful. Relationships are always important and will make your child's experience in school successful.

Best wishes for an excellent school year!

Sincerely,

John Casey, Tony Meiser and Kayley Andrews

John Casey, Tony Meiser and Kayley Andrews

No student shall be denied admission to the Coshocton City School District, to any course, or to any school activity or otherwise discriminated against for reasons of race, color, religion, national origin, sex, or disability as protected by Federal Civil Rights Laws. Due Process is practiced in the handling of all disciplinary situations. The following Compliance Officers have been designated to handle inquiries regarding the non-discrimination policies

Kaitlyn Ashbrook, Director of Curriculum and Federal Programs
Todd Johnson, Director of Special Services

(740) 622-1901
(740) 622-5514

Complaints will be investigated in accordance with Board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

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Coshocton City School District

Board of Education

Mr. Sam Bennett
Dr. Jere Butcher
Mr. Steve Clark
Mr. Phil Hunt
Mr. H. Tad Johnson

Coshocton Board of Education Meetings are generally held on the third Thursday of each month at 6:30 P.M. or as per schedule adopted by the Board of Education. Please check your newspaper or website for any rescheduled dates. (www.coshoctoncityschools.com)

Office of the Superintendent 622-1901

Superintendent of Schools	Dr. David Hire
Director of Curriculum and Federal Programs	Kaitlyn Ashbrook
Treasurer	Terri Eyerman
Director of Operations and Engagement	Grant Fauver
EMIS/Enrollment Coordinator	Becky Fletcher
Food Service Coordinator	Jennifer Andrews

Bus/Transportation Office 623-5804

Transportation Supervisor	Jennifer Andrews
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District Personnel 622-5514

Director of Special Services	Todd Johnson
School Psychologists	Angela Pachana and Jeremiah Brown
Counselor	Megan Haywood
Technology Coordinator	Jason Olinger
School Nurse	Laura Roberts

School Hours

Teacher Day

8:10 a.m. - 3:30 p.m.

Student Day

8:45 a.m. - 3:05 p.m.

Breakfast

8:10 a.m.

Students admitted

8:10 a.m.

Tardy

8:45 a.m. ~~Refer to the "Tardy" section for details.~~

Classes begin

8:45 a.m.

Students dismissed

3:05 p.m. Students should be picked up by 3:30 pm

Supervision will begin at 8:10 a.m. for students who participate in the breakfast program, ride the bus to school, or are assigned as safety patrols.

The Elementary school offices are open from 7:00 a.m. to 4:00 p.m.

ABSENCES:

Student attendance at school is vital in the formal education process. Even though students may be very academically talented, they cannot benefit from the school's instructional program if they are not present in the classroom. Frequent absences or tardiness of students from regular learning experiences disrupts the continuity of the instructional process. The entire process requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits.

In addition, the laws of the State of Ohio require that all students of school age be in attendance at an educational institution.

Missing Children's Act:

The State Senate Bill #321 states that each school district shall notify the parents, guardian, or legal custodian of a student's absence. It is in the spirit of the law to help prevent missing children and to notify families quickly in order to apprehend child abductors.

The Coshocton City Elementary Schools request that parents call the 24 hour attendance line any day their child is absent. This would greatly speed up the process of notifying all parents and also make it easier for the school to take preventative measures against child abductors. Because of Bill #321 and the health and safety of your child, it is important that two working telephone numbers are provided where parents or parent-approved designees can be contacted.

In order to comply with HB 410 and with good educational practice, the following attendance regulations are in effect in the Coshocton City Schools, grades K through 12.

ABSENCES:

Parents must call the school office when students are going to be tardy or absent. Absences **MUST** be followed up with a note containing:

- Student's name
- Date(s) of absence
- Acceptable reason for absence
- Parent's signature

1. Excuses for absences include:

- Personal illness and/or medical appointment;
- Death in the family;
- Religious observation;
- Quarantine;
- First day of lice treatment;
- Other legitimate reasons which receive prior approval of the principal.

2. Unexcused absences include:

- Oversleeping;
- Car trouble;
- Missed the bus;
- Shopping;
- Haircut or beauty shop appointment;

- Suspension from school;
- Truancy;
- Hunting;
- Out of town wedding/or trip;
- County Fair.

NO WRITTEN EXCUSE = UNEXCUSED ABSENCE

HABITUAL UNEXCUSED ABSENCES:

Ohio Revised Code Section 2151.011(B)(18) defines habitually truant students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

These may result in notification to Children’s Services and/or Juvenile Court.

- 30 hours (6 days) unexcused absences will initiate the first court letter and development of an attendance intervention plan
- 42 hours (8 days) unexcused absences will initiate a formal hearing with Juvenile Probation Officer
- 72 hours (14 days) unexcused absences will initiate formal charges with Juvenile Court

Excessive Absences:

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.” A district should proactively utilize its intervention strategies with students who meet the standard for being excessively absent so that the district can get the student the support he or she may need to get to school every day to prevent the student from becoming truant.

These may result in notification to Children’s Services and/or Juvenile Court.

- 38 hours (7 days) excused/unexcused absences in a month
- 65 hours (11 days) unexcused absences in a school year

AFTER SCHOOL DETENTION:

Detentions will be held after school on Tuesdays and Thursdays. This is an alternative discipline program for elementary students in grades 2-6 and may be assigned for the following: Truancy, use or possessions of tobacco, missing detentions, minor insubordination, failure to work in class, or other offenses deemed inappropriate. Parents will have been given at least one (1) days’ notice and have agreed to be responsible for their child’s transportation at the end of the detention. If the student is a bus rider and the principal or staff member cannot verify that the parents agree to be responsible for the student’s transportation, after-school detention should not be used or should be delayed until verification is received.

Not reporting to the above will result in additional consequences. If misbehavior occurs, the parties involved might decide to involve the Sheriff’s Department, Coshocton County DJFS, or the City Law Director. Tuesday and Thursday School hours are from 3:30-5:00 PM. Parents are responsible for their child’s transportation home and should arrive at the main office by 4:55PM.

ALTERNATE LEARNING EXPERIENCE (ALE):

The Coshocton City School District Board of Education recognizes that additional educational experiences are not limited to those taking place within the building. It is desirable to afford students the chance to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience.

If the ALE is approved, school absence will be considered excused and schoolwork missed during the experience may be made up. Teachers may voluntarily give assignments prior to the experience.

Upon receiving the ALE request, the building administrator will do three things:

- 1) Approve the ALE
- 2) Give conditional approval

The building administrator may conditionally approve the ALE request that causes a student to exceed attendance limits, pending the student's satisfactory completion of all academic course work.

- 3) Deny the ALE

If denied, the absence will be unexcused and work may not be made up.

The student must meet the following criteria for consideration of an ALE request:

- 1) Submit a request on the designated form one week prior to the beginning date of the Alternative Learning Experience. This form is available in the school office, as well as on the school website.
- 2) Document valid learning content to the alternate experience.
- 3) Demonstrate a satisfactory attendance history.

ALE's will not be approved for applications a) submitted after the experience, b) if there are academic concerns, or c) for experiences that fall within the district testing window.

Please request a copy of the application for ALE available in your school office.

BREAKFAST/LUNCH AND MILK PROGRAMS:

Nutritious breakfasts and lunches are provided and served each day. This school year breakfast and lunch will be **FREE** to all students. Children who bring their lunch may buy milk if they wish. "Extras" such as muffins, milk, fruit roll-ups, etc. are also available for purchase during the lunch hour. The menu is published in the individual school newsletters, on WTNS each morning at 7:05, and on the Coshocton City Schools web site. Additional menus are available in the school office. Questions concerning student lunch should be addressed to the building cashier.

BUS TRANSPORTATION:

The Ohio Revised Code Section 3319.41 gives the school bus driver the authority and/or responsibility to maintain control of the students. Student management and safety instruction policies shall include the following:

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stop.

- Behavior at the bus stop must not threaten the life, limb or property of any individual. **REMINDER: Parents are responsible for student behavior at the bus stop.**
- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe bus conduct and obey the drivers promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not have alcohol or drugs in their possession on the bus.
- Pupils must carry on the bus only objects that can be held in their laps. 3301-83-20 of the Administrative Code.
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put their head or arms out of the bus windows.
- No book bags on wheels will be permitted on the bus.

Section 3313.66 authorizes suspension, expulsion, and immediate removal of a student from school bus riding privileges for rule/conduct violation.

- While the Ohio Revised Code requires the school district to furnish transportation, it does not relieve parents of students from responsibility for supervision until such time as the student boards the school bus in the morning and after the student leaves the school bus at the end of the day.
- **Once a student boards the school bus, safety becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular school bus stop at the close of the school day and the student reaches the residence side of the street.**
- When a student loses bus privileges it is the parent's responsibility to get their child(ren) to and from school safely. When transportation is being suspended, notice is given to the parents or guardians. Due process rights are afforded to each student and their parents or guardians.
- If a student misses the bus in the morning, it is the parent's responsibility to bring him/her to school. If the student misses the bus for the afternoon route, parents will be contacted to come pick up their child(ren).
- Bus riding students cannot randomly ride other buses without the transportation coordinator's permission. Non-bus students must have legitimate reason and also have prior approval from the transportation coordinator before boarding a bus.
- Any transportation concerns are to be directed to the transportation coordinator at 740-623-5804.
- **For the safety of your child any bus changes require written notification. No phone calls will be permitted.**

BUS DISCIPLINE CONSEQUENCES:

- Warning – students are reminded of bus rules.
- First offense results in loss of riding privileges for 3 days.
- Second offense results in loss of riding privileges for 5 days.
- Third offense results in loss of riding privileges for 10 days.

- Fourth offense results in a conference with the principal, parents, and bus coordinator. This may lead to the loss of transportation privileges for the remainder of the school year.

Severe clause: Major Misconduct. Consequences are at the principal's discretion. The corrective action will depend upon the infraction, if a repeat offense, and/or student's response.

REMINDER: Parents or designees parking/stopping in bus lanes or passing buses with flashers on will have their license numbers reported to the Sheriff's Department.

CELL PHONES:

Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g., laser pointers and attachments, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept in a book bag or storage bin and turned off (not just placed in vibrate or silent mode) during the school day. In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record, store, send, transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

With prior approval of the building principal, the above prohibitions may be relaxed under the following circumstances:

- A. The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition).
- B. The student is using the cellular telephone or ECD for an educational or instructional purpose with the teacher's permission and supervision.

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. In addition, if a student violates this policy, his/her cellular telephone or other ECD may be confiscated. Under such circumstances, the cellular telephone or ECD will be returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

CHECKING OUT STUDENTS:

No student is permitted to leave the school grounds at any time during school hours without permission from the principal's office. If you are picking up your child during school hours, please come to the main office first and sign them out.. Your child will then be notified to report to the office. No student will be called to the office prior to them being signed out.

REMINDER:

Parents bringing or picking up children in the morning/evening are to wait OUTSIDE the entrance. For student safety, do not bring pets when bringing or picking up students.

A **written** request for early dismissal (including dental and medical appointments) should be made through the principal's office. No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or guardian or the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian. Students may be dismissed to persons listed on the signed Emergency Medical form.

A PARENT OR PARENT DESIGNEE MUST SIGN A STUDENT OUT OF THE OFFICE.

CHILD ABUSE:

School personnel are required by law to report any suspected evidence of child abuse or neglect to Children's Services. The school will cooperate 100% with law enforcement officials.

CHILD CUSTODY:

Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court action orders pertaining to a child's custody.

CLASS ASSIGNMENT:

School personnel devote much time and give much thought to the placement of each pupil. Many factors must be taken into consideration, and assignments are based on individual needs as well as the needs of other children.

Some criteria used for class assignment are:

- Ability and performance
- Domestic situations (divorce, one parent, etc.)
- Consideration of parent request
- Social and emotional
- Personalities of pupils and teachers
- Consideration of transportation

Therefore, assignment is not by random method. All the above factors are considered for placement of your child. Transfers are made according to the Board of Education approved guidelines.

COMPUTER TECHNOLOGY AND NETWORKS:

Before any student may take advantage of the school's computer network, he/she and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

CONFERENCES:

Parent/teacher conferences will occur on November 4, November 11, February 24, and March 1st. Conferences may be held face to face or by telephone/zoom calls. Letters will be sent home for parents/guardians to indicate which is best for them. Individual conferences may be scheduled whenever a parent or a teacher feels it is needed. If you choose to call a conference, please call the school for an appointment.

COUNSELOR:

A counselor will be available for students in the elementary school. The counselor will also talk with classes regarding specific concerns and issues.

DELIVERIES:

Elementary school offices will NOT accept delivery of flowers and balloons for students.

DIRECTORY OF INFORMATION:

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). NEOLA Policy 8330

DISCIPLINE:

The staff of Coshocton City Schools has taken a firm yet fair position on discipline in our schools. We believe the rights of all students must be observed and guaranteed; thus, any behavior that would negate such rights cannot and will not be tolerated. Those who complain about students being punished ignore the rights of students who wish to be educated. We do not and will not jeopardize the zeal for learning. No form of violent, disruptive, or inappropriate behavior, including excessive truancy will be tolerated.

GENERAL STUDENT CODE OF CONDUCT:

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students (See also MAJOR MISCONDUCT). School rules are listed below.

1. At 8:40 students are to report directly to their classroom and/or to their designated area. The students are to remain in their designated area until picked up or dismissed by a member of the staff. Students are considered tardy after 8:45am.
2. All students will be expected to behave in a proper manner in the classroom, in the hallways, in the cafeteria and on the playground at all times. Students should be courteous, respectful, and obedient to all school personnel.
3. Students are to walk through the building.
4. Students will be held responsible for damage of school property resulting from carelessness or disregard of rules.
5. Possession of laser pointers, water pistols, cap pistols, firecrackers, knives, matches, lighters or any object that may be used to inflict injury on anyone else is prohibited.
6. Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The student must secure permission from the teacher.

REMINDER PARENTS: Pets are not to be brought on school property when bringing or picking up students or any other school activity.

7. Should any student in grades K-6 choose to ride his/her bike to school, he/she is to push the bike upon reaching and leaving the school grounds. This procedure is to prevent injury of students walking on school grounds as they arrive or

leave school. Also, the student is responsible for the safety of his/her bike.

8. For the same safety reasons (as stated in #7) students K-6 are not permitted to bring scooters, skates, skateboards, roller blades and/or sneaker skates (roller shoes) to school.
9. Gum and candy are not allowed in or out of the building while at school. A party situation or other allowable activity approved by building staff are the only exceptions to this rule, and this privilege will depend upon sensible use and proper discarding of the gum, candy, and wrappers.
10. MP3 players, radios, CD players, electronic toys, and other valuables are to remain at home. The school is not responsible for the safekeeping and will not be liable for any loss or damage to personal valuables. (See also CELL PHONES)
11. For safety reasons, no throwing of snow or ice will be tolerated on school property.
12. Student code of conduct is in effect during school hours and all extra-curricular related activities.

MAJOR MISCONDUCT:

A violation of any of the following rules will be considered serious misbehavior, and may result in strong disciplinary action, including suspension, emergency removal and/or expulsion. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. **PROFANITY:** In the hallways, classrooms, or on school property directed toward a teacher, other school personnel, student, or a visitor at any school-sponsored activity will result in immediate notification of the parents and could be sufficient reasons for suspension and/or recommendation for expulsion from school.
2. **DISRUPTION OF SCHOOL:** A student shall not by use of gestures (written, verbal, or by physical means) cause violence, force, coercion, threat, harassment, disrespect or insubordination to the educational process. This includes curricular and extra-curricular activities.
3. **FALSE INFORMATION:** Upon evidence of giving false information, the student will be considered as having a serious misbehavior.
4. **VIOLATION OF SCHOOL RULES:** A student shall not repeatedly fail to comply with reasonable school rules and regulations

properly established for the efficient operation of the school.
The Ohio Law, Section 3109.10 makes a parent liable for such willful or malicious acts by the child.

5. **THEFT:** A student shall not take or consume goods belonging to another individual.
6. **CHEATING/PLAGIARIZING:** Upon evidence of cheating or plagiarizing the student will be considered as committing a serious misbehavior.
7. **VANDALISM AND DEFACING SCHOOL PROPERTY:**
Any student found guilty of any form of vandalism or defacing of school property will result in a parent conference, which shall determine the final resolution. Parents are liable up to the amount of two thousand dollars for the willful destruction of property by a minor in their custody or control (Ohio Law, Section 3109.09).
8. **SMOKING/SNUFF/OR POSSESSION OF IT:** The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event or other school-sponsored event.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

9. **SUBSTANCE ABUSE:** A student shall not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substance, look-alikes, over the counter stimulants or

depressants, anabolic steroids or drug related paraphernalia as stated in the Section 2925.01 of the ORC.

10. **POSSESS OR THREATEN TO USE DANGEROUS WEAPONS/ INSTRUMENTS:** A student shall not possess, handle, transmit, or conceal any object that could reasonably be considered a weapon. This list of objects includes, but is not limited to knives, guns, firecrackers, stink bombs, and clubs. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of dangerous weapons/instruments may result in expulsion.
11. **KNOWLEDGE OF DANGEROUS WEAPON OR THREATS OF VIOLENCE:** Because the school believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to disciplinary action.
12. **ASSAULT/FIGHTING:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the schools. The Ohio Law, Section 3109.10, makes a parent liable for such willful or malicious acts by a child.
13. **HARASSMENT (Verbal, Emotional, or Sexual):**
A student shall not use obscene written or verbal foul language, sexual slurs, complaints, lewd jokes, gestures, or inappropriate physical touching during any school or any school related activity.
14. **BULLYING:** Is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Physical Bullying

The repeated use of force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

Verbal Bullying

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person. Examples include, but are not

limited to negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake, compliments and sexual orientation attacks.

Cyber-Bullying

Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, Twitter fights, posting negative videos, negative status posts, hate blogs, texting rumors, hacking profiles, nasty emails and sending mean forwards.

Anti-Harassment and Title IX Compliance Officers

In accordance with NEOLA Policy 5517 the Board designates the following individuals to serve as "Anti-Harassment Compliance Officer" for CES. They are each hereinafter referred to as the "Compliance Officer". Follow this link to the summary of the district's [TITLE IX POLICY INFORMATION](#):

Kaitlyn Ashbrook
Director of Curriculum and Federal Programs
740-622-1901
kaitlyn.ashbrook@coshoctoncityschools.com

Todd Johnson
Director of Special Education
740-622-5514
todd.johnson@coshoctoncityschools.com

15. FIRE/FIRE ALARMS: Anything, such as a fire, that endangers school property and its occupants will not be tolerated. A false emergency or report endangers the safety forces that are responding to the alarm/report, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that may induce panic and is against the law.
16. COMPUTER MISUSE: In accordance with Coshocton City Schools Acceptable Use Policy students are to use computers only as directed by the classroom teacher. Students abusing computer integrity could be denied access to computers.
17. TRESPASSING: Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization from the principal.
18. BOMB THREAT: Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made, may induce panic and may result in expulsion for a period of up to one school year.

19. **HAZING:** Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. (ORC 2903.31).

DISCIPLINARY ACTION:

A student who fails to comply with school rules and regulations established for the efficient and safe operation of the school shall have corrective action taken. There are a variety of measures available but not limited to: reprimand, loss of privilege(s), before or after school detention, parental contact and/or conference, restitution for damage, suspension (in or out of school), alternative school, Friday School, Saturday School, or recommendation for expulsion. The school principal has the authority to make the final determination for corrective action.

FORMAL DISCIPLINE:

Formal discipline removes the student from school. In accordance with NEOLA policy 5610 "Suspensions" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular, school-sponsored, and extra-curricular activities can lose their eligibility for violation of the school rules.

Students suspended from school will be provided with assignments and homework and will be given full credit for completed work. Reasonable time will be allowed for completion. Friday School and/or Saturday School may be assigned to assist in completing work.

DUE PROCESS RIGHTS:

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

DISCIPLINE OF STUDENTS WITH DISABILITIES:

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

DRESS CODE AND GROOMING:

Students in the Coshocton City Schools shall be expected to continue to practice reasonableness in school dress. Parents are responsible for overseeing that their child(ren) come to school dressed appropriately. The following guidelines will be enforced:

- Immodest, immoral or extremes of dress, or appearance of any nature that might cause a disruption of the educational process will not be tolerated.
- Inappropriate slogans (written or implied) or illustrations will not be permitted in the school setting, i.e. clothing, person, or materials, body tattoos, and/or other paraphernalia.
- Clothing which bares the chest, midriff or shoulders shall not be worn. This also includes the net style, deep armhole cut style of clothing.
- Visible body piercings other than ears are not to be worn at school or school activities.
- Clothing with straps, buckles, etc. must be fastened and worn properly.
- Pants and shorts shall be worn appropriately so as not to expose undergarments or body parts.
- Hats and bandanas are not to be worn in the building by boys or girls.
- Sunglasses are permitted only when prescribed by a physician.
- For safety reasons: No flip flops, high heels, or dangling earrings shall be worn.

Any breach of the above mentioned guidelines shall be due cause of home referral until self-compliance or parent conferences can bring a satisfactory resolution. The school principal has the authority to make the final interpretation of the dress guidelines.

CAUTION NOTES:

Drawstrings on clothing have contributed to accidents and deaths when caught in the school bus door and playground equipment. Drawstrings with slide bars are possibly more likely to get caught. Other objects attached to book bags such as key chains etc. may also pose a danger to students when entering or exiting vehicles.

EMERGENCY MEDICAL FORMS:

The Board has established a policy that every student must have an Emergency Medical Authorization form completed and signed online by his/her parents/guardians in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic, and other extracurricular activities, and co-curricular activities. The online form is available to every parent at the time of enrollment and during the school year.

Emergency medical forms MUST be completed/updated online prior to the first day of school. Computers and help are available in the main office to complete these forms. For the health and safety of your child it is important that two (2) working telephone numbers are provided where parents or a parent-approved designee can be contacted. It is the parents' responsibility to update any change of information online.

ENROLLMENT PROCESS:

Students are expected to enroll in the school district in which they live unless enrolling under the District's open enrollment policy.

Students who qualify for admission to District schools, in accordance with Board Policy 5111, shall be accepted when the following documents have been submitted.

- A birth certificate or other appropriate documentary evidence

- Immunization records
- Court orders or placement papers allocating parental rights and responsibilities, if applicable (i.e. custody papers)
- Proof of residency
- Social Security Card
- Special Education Individual Education Plan

Students will NOT be enrolled if all paperwork is not completed. If a birth certificate is not available, the parent is to complete a 5111 F1 and submit the documentary evidence called for therein. If such verification is not received within fourteen (14) days or the document appears to be inaccurate or suspicious, the principal shall notify the Coshocton County Sheriff. If there is a court order or decree allocating parental rights and responsibilities and designating who will be the resident parent and legal custodian, such order or decree must be submitted within fourteen (14) days of admission. If all of these documents are not received within that time, the student should be presumed to be a missing child. The sending school shall be contacted within twenty-four hours of the student's entry into school and requested to send all appropriate records. If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, it should be presumed that the student is a missing child. The principal shall contact the Sheriff's Department and notify the superintendent. Immunization requirements are to be in accordance with A.G. 5320

Enrollment Procedure

1. Students wishing to enroll in Coshocton City Schools should first call Becky Fletcher at 740- 622-1901 ext. 1004 to make an appointment.
2. Bring necessary documentation to the enrollment meeting.

When students are enrolled, the following admittance procedures will be considered for the student placement within an attendance area:

- Class size
- Grade level
- Proximity within the attendance area
- Availability of educational programming

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, maybe temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

FIELD TRIPS:

Parents will be informed when field trips will be taken. Information will be sent telling where, when, why, and the supervision provided. **Emergency Medical Forms must be completed online prior to any field trips.**

FIRE/TORNADO DRILLS/LOCK DOWNS:

State law mandates monthly fire drills and tornado drills will be held during appropriate months. Staff and students are instructed as to the proper procedures to follow when evacuating the building or going to the assigned tornado area. Coshocton Elementary Schools also have building safety plans in place to handle any emergency situations that require a building lock down.

GIFTED PROGRAM:

All students are viewed as unique individuals. The goal is to provide educational programs and daily instruction designed to accommodate individual needs. Comprehensive differentiated services are essential for highly capable and talented students. A continuous and flexible approach to services may occur within the regular classroom or outside the regular classroom through special classes or acceleration opportunities. Students are identified through an evaluation process based on standardized test scores and/or recommendations. At present, district focus is on providing an integrated approach to the total educational program for students identified with exceptional ability in reading and math.

GRADE CARDS:

Grade cards are sent home with students grades K-6 every nine weeks. Please feel free to contact the teacher regarding any concerns about your child's grades. Interim progress reports for grades K-6 are used to provide information to parents and students between regular grading periods. Please see monthly newsletters and/or the district website for the specific dates reports are sent home. Parents of students in grades 4-6 are encouraged to view their child's grades at any time via Progress Book on the OMERESA or district website. Parents should contact the school office at 622-5514 if they wish to have assistance in gaining access to Progress Book.

GRADING SYSTEM:

The teacher assigns marks and grades to students work in the course that he or she teaches and such represents professional judgment of the highest order. A mark or grade represents student achievement in light of the teacher's personal standards tempered by the policies and practices of the system.

Coshocton City School District is now using a standards-based report card for Kindergarten through 3rd grade students. This report card enables us to make sure students are successful at meeting grade-level standards.

What's the difference between a standards-based report card and a typical report card? Instead of your child receiving one general grade for a subject we will be providing you with more precise information on specific skills. Each child will receive a letter based on the Grade Card Key below for each skill. This will provide a more accurate idea of what your child can do and areas that they will need to continue to work on.

Kindergarten-3rd Grade Card Key

E = Exceeds the grade level standard

M = Meeting the standard

P = Progressing toward the standard independently

L = Limited skills with the standard

Grades 4 – 6 use letter grades with the following numerical values:

A 90 – 100%

B 80 – 89%

C 70 – 79%

D 60 – 69 %

F Below 60%

- Final grades will be the average of the percentages given at the end of each of the four grading periods. Principal's Roll, Honor Roll, and Merit Roll will be computed numerically. A=4, B=3, C=2, D=1, F=0. All core subjects receiving a letter grade A through F will be averaged together. Core subjects include Reading, English Language Arts, Spelling, Math, Social Studies, and Science. Handwriting Related Arts classes are graded as O, S+, S, S- or U at all grade levels.
- The following academic distinctions will be used in Grades 4 – 6: Principal's Roll, Honor Roll, and Merit Roll will be the average of the grades given at the end of the four grading periods. A=4, B=3, C=2, D=1, F=0.

Principal's Roll	4.00
Honor Roll	3.50 - 3.99
Merit Roll	3.00 - 3.49

PROMOTION:

In general, a student will be promoted to the succeeding grade level when she/he has completed the course and State-mandated requirements at the presently assigned grade. Also, in the opinion of the professional staff, achieved the instructional objectives set for the present grade, and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

ACCELERATION:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a

higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

RETENTION:

A student may be retained at his/her current grade level when she/he has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level or has scored below proficient level on any State-mandated test. Parents are to be informed in advance of the possibility of retention of a student at a grade level and assure that efforts will be made to remediate the student's difficulties before she/he is retained. A student can be retained if she/he is truant (absent from school) for ten percent (10%) or more of the required school days and has failed/not met at least two (2) courses/standards of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted. The principal has the final responsibility for determining the possible placement or retention of each student. Parents will have the opportunity to request the placement or retention, as well as the opportunity to appeal the decision about their child's placement or retention.

GRANDPARENT CARETAKER LEGISLATION:

HB 130 makes a number of changes to the current law regarding child custody, school enrollment, and school tuition with regard to a grandparent's rights. The legislation creates two legal documents; a power of attorney and a caretaker authorization affidavit. Both documents allow a grandparent with such documents to enroll the grandchild in school and make other educational decisions for the child. Both documents must be notarized and filed with the juvenile court or court of appropriate jurisdiction within five days of their execution. The legislation prescribes a form that must be used for both documents and delineates the specific circumstances under which each document can be created.

HEAD LICE:

With the detection of head lice or nits, students must be kept home one school day and medication applied to the head and scalp, as per Ohio Department of Health.

1. Use a prescription over-the-counter lice shampoo. Follow the directions and **DO NOT OVER TREAT**.
2. Have your child put on clean clothing after treatment.
3. Pull off all nits from the hair. This is time consuming, but there is no product that kills all the eggs.
4. Vacuum all carpets, upholstery and mattresses thoroughly. Use of insecticides or fumigation is not necessary.
5. Wash bedding, clothing, hats, combs, brushes, etc.
6. Dry-clean or seal for two weeks in plastic bags those items unable to wash, i.e. pillows, stuffed animals, etc.
7. Family members should also be checked and treated if necessary. This is also true for close friends. If they are not notified and are infested, your child may become re-infested. Also notify the school so other children in the class may be checked to prevent infestation.
8. **A RE-ADMISSION SLIP WILL BE REQUIRED BEFORE YOUR CHILD RETURNS TO THE CLASSROOM.** During the check for re-admission, your child will be checked to be sure he/she is free of live lice. The type of treatment used and follow-up procedures will be reviewed.

9. Our attendance procedure permits ONE day excused absence for treatment and removal of nits. Any subsequent days are unexcused until the school nurse or designee has issued a re-admission slip.

HOMEWORK:

Homework may be assigned as an extension of any classroom instruction. It may be designed to reinforce basic skills, develop self-discipline and independent work habits, provide growth and research skills, or enhance creativity. In general, homework is assigned as practice on material already taught.

1. Teacher Responsibilities:
 - a. Provide assignments that are relevant to current instruction. **HOMEWORK WILL NOT BE ASSIGNED AS PUNISHMENT.**
 - b. Make assignments clear so students understand what is expected of them. Provide adequate time for students to ask questions.
 - c. Communicate with parents what homework can be expected.
 - d. Communicate to parents when homework is not being completed.

2. Student Responsibilities:
 - a. Before leaving class, understand what the assignment is and how to do it.
 - b. Write down all assignments.
 - c. Complete and turn in all assignments on time.
 - d. Find out and complete assignments from all missed classes.
 - e. If excused absence, 2 days to complete each absence day(s) assignments will be granted.

3. Parent Responsibilities:
 - a. Find out from teachers if homework is being completed (see section on **PROGRESS BOOK**).
 - b. Be aware of what assignments are being made and how they relate to the total curriculum.
 - c. Provide a daily study time, necessary supplies, and a place away from distractions.
 - d. Supervise student's sleeping and eating habits so that proper rest and nutrition are provided.

IMMUNIZATIONS:

Immunizations for School Attendance

VACCINES	
TdaP/DTP/DT/Td Diphtheria, Tetanus, Pertussis	Kindergarten 5 doses of TdaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4 th birthday *Up to date shot records are required of all Kindergarten students

	Grades 1 – 12* 3 – 4 doses of Tdap, DT or Td or any combination
Polio	K – 12 4 doses if a combination of OPV or IPV was administered 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday
MMR Measles, Mumps, Rubella	K – 12 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
Hib Haemophilus Influenzae Virus Type b	None
HEP B Hepatitis B	K – 9 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 week after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K – 2 1 dose of varicella vaccine must be administered on or after the first birthday.

*A student who is age 7 or older, and who received Td or Tdap vaccine as the third part of the immunization series, shall not be required to receive further doses of diphtheria, tetanus, or pertussis vaccine.

INCONTINENCE AND/OR WETTING:

Parents are responsible for providing clean, dry clothing for their child(ren) in cases of incontinence and/or wetting. Child(ren) may be removed from school at the principal’s discretion until such time as the child is appropriately prepared to return to school.

INDIVIDUALS WITH DISABILITIES:

The American with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the building principal or director of special education.

INJURY AND ILLNESS:

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

In the event of all student accidents or illnesses, parents will be notified of the accident by written report or by telephone. Parents will be contacted immediately if the accident indicates that professional medical care is required.

INSURANCE:

School insurance is available to all students. A packet of information will be available for each student at the beginning of each school year. Purchase of this program is optional.

INTERVENTION/ENRICHMENT ASSISTANCE TEAMS:

The intervention teams are provided for establishing appropriate educational procedures for children experiencing difficulty as learners, exceptional learners, or students who exhibit poor behaviors. Team members may include the following: school psychologist, building principal, guidance counselor, teachers, school nurse, agency representatives, speech/language teacher, and parents. Records and information are gathered about the child's situation and shared with the team in a weekly meeting. Every effort is made to give a complete picture of the child and their particular needs to be successful in school. It is not an individual recommendation, but a team recommendation shared with parents for the best placement of the child.

KINDERGARTEN:

It shall be the policy of the Board of Education that each child who will be five (5) years of age on or before August 1st, shall be eligible to enroll in kindergarten. Each child who will be six (6) years of age on or before August 1st and who has successfully completed kindergarten shall be eligible to enroll in the first grade.

Early entrance to kindergarten may be permitted if the following requirements are met:

1. The child(ren) will be the proper age for entrance to kindergarten by the first day of January of the school year for which admission is requested.
2. The child(ren) shall be evaluated upon request of the child's parent or legal guardian.
3. Superior ratings on individual intellectual measures and no significant deviation in specific cognitive or perceptual areas.
4. Social maturity is at least equal to the child's advanced mental status.
5. Sound and well developed personality as judged by the examiner and from case history material obtained from the parent.
6. Physical characteristics not likely to limit the child. Particular attention is directed to eye-hand coordination and dexterity.

LIBRARY:

The library is open daily. These facilities are planned for borrowing books and/or materials. The libraries are also used as an instructional area. Books are loaned for a specific period of time.

Library privileges may be suspended for misconduct, abuse of library privileges, and failure to return books in a timely manner.

LOST AND FOUND:

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, books etc. to help insure safekeeping. Occasionally, such items find their way to the "Lost and Found," and students should check when they have lost something. The "Lost and Found" is located in or near the gym/extended learning areas. Any items not claimed within a reasonable time may be contributed to a charitable organization.

MEDICATION:

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and required medication to benefit from his/her educational program.

"Medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent. These documents shall be kept on file in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students. Parents, or students authorized in writing by physicians and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted the form, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building. Contact the school's principal or nurse for the proper form.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day medication is to be administered. This log will be maintained along with the physician's written request and the parent's written permission.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

If medication is to be given over a long period of time, the parent is responsible for providing the necessary medication to the school. If medication is changed, parents are responsible for providing the school with new authorization and medication.

BEE STING KITS:

It is the parent's responsibility to provide the necessary kits for the protection of their child(ren), and a doctor's statement about how medication is to be administered.

NON-PRESCRIPTION MEDICATION:

Children are not allowed to carry non-prescription medication on them at any time. Students shall not be permitted to take medications such as aspirin, Tylenol, cough syrup, cough drops, etc. while at school unless they have a doctor's signed statement that it is necessary. Otherwise, the dispensing of non-prescription medication is the responsibility of the parent.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

MILK ALLERGY:

If your child is allergic to milk we must have a written physician's statement stating there is a lactose allergy in order for us to substitute with juice.

NOTIFICATION SYSTEM:

Coshocton City School District utilizes a notification system that includes telephone calls and text messages to parents regarding school information. Keep contact information up to date via the Oneview (online) system in order to receive these calls.

NURSE:

The school nurse is on call for all of the Coshocton City Schools elementary and the high school. The professional advice of the nurse is sought on all matters pertaining to total health and physical welfare of the students.

Here are some suggestions from the school nurse regarding when younger children should be kept home from school due to illness: when a child has a fever, a rash, or is vomiting, he/she should not be sent to school. If you have any question in mind as to whether or not to send your child to school, call the school nurse for a determination from her. She can be reached by calling the building secretary or 622-5514.

First Aid and emergency care for accidents or injury are provided during school hours. The student and his/her parents must assume responsibility for treatment beyond first aid. The school nurse or other authorized school personnel will notify parents in all questionable cases.

No student, staff member, or visitor may attend or visit school if he/she has an uncovered oozing lesion.

MANAGEMENT OF COMMUNICABLE DISEASES:

The school nurse is trained to recognize the common signs of communicable disease or other illness. She will observe each child daily as he/she enters the group. The following precautions will be taken for children suspected of having a communicable disease:

- The parent will be notified immediately of the child's condition.
- A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to the parent or guardian.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater, he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness. Tylenol or Motrin may temporarily reduce the fever, but they do not cure the illness.

CHICKENPOX: Symptoms include a skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD: Symptoms include an irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with the student's ability to learn. Consult your child's physician if symptoms persist beyond 7-10 days or a fever develops.

COVID-19: Coshocton Elementary will continue to address Covid-19 with our priority remaining the health and welfare of our students and staff. In accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, the CDC, and guidance from the Coshocton City Health Department all students will be expected to comply with school policies and instructions related to COVID-19. The purpose is to reduce risk of exposure to COVID-19 and to help prevent its spread. Our goal is to keep our schools open for instruction. Please understand this situation is continually changing. The school district will continue to update families as changes develop. It will continue to be imperative that parents perform a health check each and every day PRIOR to sending their child to school. Students do not come to school if they do not feel good or have a fever over 100.0 degrees.

FLU: Symptoms include an abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small, grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment (according to physician's instructions). Additionally, when the student returns to school, he/she must be transported by the family to MI and examined by the Health Service Coordinator prior to entering the classroom.

IMPETIGO: Symptoms include blister-like lesions which later develop into crusted, pus-like sores. Your child should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before attending school.

PINK EYE: Symptoms include redness and swelling of the membranes of the eye with burning or itching, matter draining from one or both eyes, and/or dried crusts on the eyelids. Your child should remain home from school until he/she has been on antibiotics for 24 hours, has been seen by a physician and has no drainage from the affected eye(s). Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and *not* touching any part of the eyes with the tip of the medication applicator while administering antibiotic ointment or eye drops.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school. When the doctor approves a return to school, please send a physician's note to the clinic.

STREP THROAT/SCARLET FEVER: Strep throat begins with a fever, sore/red throat, pus spots on the back of the throat, and tender swollen glands of the neck. Scarlet fever shows the same symptoms as strep throat with the addition of a strawberry appearance to the tongue and a skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home from school until 24 hours of antibiotic therapy has been administered and no fever or vomiting has occurred for 24 hours. Most physicians will advise rest at home for 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken until all medication is gone. Only when these directions are followed correctly is the strep bacteria completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Symptoms include Stomach Ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours. If your child has any of these symptoms during the night, he/she should not be sent to school the following day.

Note to Parents/Guardians: In any potential illness situation, good hand washing is always the best first line of defense. Please encourage your child to practice thorough hand washing, particularly before meals and after sneezing or coughing.

OPEN ENROLLMENT:

Inter-district open enrollment is open to all adjacent students at all grade levels, including preschool special education students. Application procedures can be obtained from the Superintendent's Office, 1207 Cambridge Road. Students applying for inter-district open enrollment must comply with all provisions of the open enrollment policy adopted by Coshocton City Board of Education.

PARENT PARTICIPATION:

We will strive to keep parents informed through a variety of avenues as we feel parental involvement is a key to student success. Parents are also encouraged to participate in the following school activities and to make themselves aware of school happenings through the following avenues:

- PTO meetings
- Parent conferences
- Student programs

- Family Reading Nights
- Monthly newsletters
- Grade card reports
- IEP conferences
- Newspaper articles
- Radio announcements
- Phone Notification System

PARENT’S RIGHTS:

1. A parent’s request for their child’s records must be in writing and access will be granted within 2 days of the request.
2. Parents have the right to receive a copy of their child’s record. The school will charge the actual cost of duplicating the records.
3. A divorce or change in custody does not change the rights of the natural parents to their child’s records.

NON-RESIDENTIAL PARENT’S RIGHTS:

A non-residential parent may request and receive a copy of the child’s report card, the permanent record, and the opportunity to hold a teacher conference. No one other than the residential parent has the right to make educational decisions requested by the school.

PARTIES:

Although not required, some children enjoy celebrating their birthdays by bringing a treat to school for their classmates. The treats should be kept simple. Treats are to be eaten in the classroom at the teacher’s discretion. Please check with your child’s teacher before bringing or sending treats. Specific parties are planned during the school year. Teachers welcome help from parents in both planning and providing for the parties.

PRE-SCHOOL:

Coshocton City Schools offers a preschool program for children who are three and four years old as of August 1st. This Early Childhood Education initiative is provided to children whose families meet the Federal Poverty Guidelines and have an annual income of not more than 200% of the poverty level. The class meets four days each week and is an all-day program. The district provides preschool special education services to children who have been identified with special needs and have an Individual Education Program. These children are eligible to enroll in the preschool class as of their third birthday. They are included in the ECE preschool classroom that meets four days each week and is an all-day program. For further information please contact the Director of Special Services at 622-5514.

PROGRESS BOOK:

Students’ daily grades, grade card final grades, homework can be viewed online through the Progress Book program. Passwords to this secure site will be provided by the district technology coordinator.

PSYCHOLOGIST:

The school psychologist services are provided by the Coshocton City School District. The school psychologist works with individual students on a referral basis. The referrals are primarily made through the IAT process (see Intervention Assistance Teams). School personnel or parents may initiate the IAT process. The results of the psychologist's evaluation are shared with the student's parents and IAT team members.

PTO:

Elementary PTO meetings are held at various times throughout the school year. Please see the annual school calendar or monthly newsletter for specific dates. Through education, communication, and fund raising activities, PTO's contribute greatly to the well-being of children. You are encouraged to participate in the PTO and its activities. For more information, please contact your child's school.

RECESS:

Children are required to go outside unless prohibited by weather conditions or health reasons. Indoor recess will be held on days of inclement weather or when the wind chill factor is unacceptable. On these "indoor" days, students will remain indoors and participate in classroom games and/or activities. If your child has a medical problem and must remain indoors or have limited activity, please provide the school office with a written note. A physician statement must accompany any request for extended excuse from recess. Parents will not be permitted to attend recess unless it is approved in advance by the principal.

REMOTE LEARNING:

If available as a State-approved option, remote learning will be offered again this year to those students in grades K-6. Similar to the 20-21 school year the district will continue to use Edgenuity (K-5) and Apex (6). If parents are interested they will need to contact the school to fill out an application. If approved students and parents will need to follow the guidelines for Edgenuity and Apex in order to be successful.

Edgenuity 2021-22 Guidelines

Attendance Interventions

- Must complete required work on the day's calendar or attend the day's synchronous meeting with the remote instructor. Any student not meeting these criteria will begin to be counted as absent beginning the following day.
- Any absences over 5 days in a row without prior approval may result in students having to come into the building for intervention until yellow in "Grade" and "Pacing".
- Any subsequent 5-day absences or a total of 20 absences per semester may result in students coming to the building daily for interventions until further review.
- Any student showing red in "Grade" or "Progress" or with more than 25 total missing assignments must come into the building daily to work on edgenuity until the end of the nine weeks, then they may be required to return to a face-to-face schedule for regular classroom instruction.

Orientation

- Complete: [Edgenuity Online Learning Necessary Skills](#) and [Orientation Video](#)
- Have a stable learning coach at home that can support with online learning
- Students must make contact with the teacher at least once a week - check in via email, Zoom, phone, in-person, etc. Any student not making contact 2 weeks in a row may need to come into the building and have a conference. Students missing more than 2 scheduled conferences may return face-to-face until further review.
- Students should check email daily and respond to emails within 2 school days.
- Parents must provide Emergency Medical Forms that include working phone numbers and email addresses.

Grades

- 1st/3rd nine weeks will count as “interim” grades - whatever they have on that day will be entered into Progress Book.. Dates will be posted on the Edgenuity Calendar well in advance. There will be no scheduled assignments on those two days so students can catch-up if needed.
- Any student failing a class at the interim may need to come into the building until their grade is above passing.
- Students failing after the first nine weeks may be required to return to face-to-face for regular classroom instruction.

e-School Instructor Responsibilities

- Check green/missing assignments daily
- Report attendance daily to the attendance officer
- Conduct regular Zoom meetings with students
- Adjust curriculum/schedules as much as possible to spread out assignments, post pacing guides and supplement lessons
- Conference with struggling students as needed
- Assist students where possible
- Work with administrator for students coming into the building as needed

RIGHTS OF PARENTS AND STUDENTS:

The No Child Left Behind Act of 2001 requires schools to notify parents and students of their rights with regard to certain items and information. The following statements address these rights:

RIGHT TO REVIEW TEACHER QUALIFICATIONS:

Parents have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows parents to request the following information about each of their child’s teachers:

1. Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

2. The Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and if so, the subjects of the degrees.
4. Whether any teachers' aides or similar paraprofessionals provide service to their child, and if they do, their qualifications.

RIGHTS WITH RESPECT TO STUDENT'S EDUCATION RECORDS:

1. The right to inspect and review the student's educational records within 2 days of the day a school receives a written request identifying the record(s) to be inspected. The principal will notify the parent of the time and place where records may be reviewed.
2. The right to request the amendment of the student's educational records. The parent shall submit the request in writing, clearly identifying the part of the record to be changed, and specify why the part is inaccurate. If the school decides not to amend the record, the school will notify this decision to the parent in writing. The parent will also receive information regarding hearing procedures they may wish to pursue.
3. The right to consent to the disclosure of personally identifiable information obtained in the student's educational record has one exception, which permits disclosure without consent, is disclosure of educational records to school officials of another school district in which a student seeks or intends to enroll. A school may disclose "directory information" without written consent in certain publications (yearbook, academic and attendance lists, program announcement, school and district newsletters, district website, and local news publications).

If you do not want the school to disclose directory information from your child's educational records, please notify the school principal's office, in writing, by September 10th of each school year. Directory information which would be disclosed by the school is: student's name, address, telephone listing, grade level, current school of attendance, participation in academics/other activities, honors and awards received, and photographs or videos.

PROTECTION OF PUPIL RIGHTS AMENDMENT:

The Protection of Pupil Rights Amendment is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a U.S. Department of Education (ED) funded survey, analysis, or evaluation in which their child participates.
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveals information concerning:
 - i. Political affiliations
 - ii. Mental or psychological problems potentially embarrassing to the student and his/her family
 - iii. Sexual behavior and attitudes
 - iv. Illegal, anti-social, self-incriminating, and demeaning behavior
 - v. Critical appraisals of other individuals with whom respondents have close family relationships

- vi. Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers; or
- vii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

SAFETY PATROL:

The Coshocton City School System will provide crossing guards at the middle crosswalk between the visitor parking lot to the school entrance (not Cambridge Road) from 8:30-8:50 and 3:15-3:30. Fifth and/or sixth grade students will supervise the designated intersection. A staff person is assigned to supervise safety patrol.

SCHOOL CLOSINGS:

Parents are encouraged to listen to WTNS (99.3 FM) for broadcasts of school closings. Parents/Guardians may also be notified through the phone notification system, as well as on the school web site and several area television and radio stations.

Occasionally, it is necessary to close school during the school day. Please be sure that your child's Emergency Dismissal Form is filled out so the school/teacher knows where each student is to go under these circumstances (babysitters, neighbor's house, day care, etc).

SCHOOL FEES:

There is a charge for workbooks, art supplies, special reading materials, etc. for the school year.

The Ohio House of Representatives passed legislation (HB 1) that led to changes in the collection of school supply fees. Therefore, Coshocton Elementary School has made the following changes to our school fees:

- **School supply fees will be \$20.00 per student.** School fees may be waived for students who meet ODE guidelines; parents should fill out a waiver form and return to the school office. Supply fees offset the costs for paper, workbooks, periodicals and other classroom materials which are used by students.
- **The fee for an Activity Pass will be \$10.00 per student (Optional).** A student activity pass allows a student to be admitted to any home school activity for the school year. This is a benefit to our families as it is a savings from the typical admission costs.

USER FEE/BREAKAGE FEE(S):

- **All students will be assessed \$20 for a 1:1 Device User Fee at the beginning of the school year.**
- In the event that a student breaks his/her device, the student will be assessed an additional \$20.
- If a student breaks his/her second device, the student will be assessed an additional \$30.
- If a student breaks his/her third device (and any thereafter), the student will be assessed all costs associated with the breakage repair. This may include associated labor costs and full-replacement costs.

- Students who break another student's device will receive consequences from the office, which may include financial responsibility.
- NOTE: Students who have not paid the initial \$20 1:1 Device User Fee prior to their breakage will be assessed all costs associated with the breakage repair. This may include associated labor costs and full replacement costs.

SCHOOL PICTURES:

Each school year, individual student pictures are taken in the fall and spring. Information will be sent home with your child prior to the pictures being taken regarding the possible purchase of the pictures.

SPEECH AND LANGUAGE THERAPIST:

The speech and language therapists provide services to students who have been identified with a speech, hearing or language development lag, or a combination of these criteria. Identification is done through the IAT screening process by referral from teachers or parents.

STUDENT RECORDS:

The teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release.

Directory information includes: a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls or scholarships.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and the parents should keep a copy of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact

your building principal, in writing, stating the record desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

TESTING:

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

Coshocton Elementary Schools will administer the State-mandated tests (e.g., diagnostic assessments, and achievement assessments) to students at the times designated by the State Board of Education. Please contact the building principal to discuss opting out procedures. Please check the annual school calendar or your monthly newsletter for the exact week of assessment dates and subjects area(s) to be assessed. To provide your child with the best situations please do not plan vacations or make any doctor/dentist or other appointments these weeks. Results will be shared with parents through mailings, parent-teacher conferences, and/or other meetings planned by the administration or staff.

TEXTBOOKS:

Textbooks are provided free of charge by the Board of Education. Students are asked to keep in mind that these books are loaned to them and will be used again by other students.

If a textbook is lost, misplaced, or damaged, it is the responsibility of the student/parent to pay the financial loss: New book - entire cost; second year of use - 80%; third year or more - 50%.

VISITORS:

Visitors are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in, shall be asked to report to the main office to sign in and receive a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining permission through the principal's office.

WITHDRAWAL FROM SCHOOL:

When students are to be withdrawn from school, parents must complete a withdrawal form. All fees must be paid and books and materials returned. When the parent registers the student at the new school, a request for school records will be completed. Upon receipt of the request, the child's records will be sent.

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who withdraws

from school shall be reported to the juvenile judge of the county, if he/she is under the age of eighteen.

If a student plans to transfer to another school, the parents must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

2261 - TITLE I SERVICES

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement of 1965.

The Superintendent shall prepare and present to the Ohio Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

A. Assessment

The Board shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Ohio Department of Education as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

D. Comparability of Services

Title I funds will be used only to supplement, not to supplant, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled

students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in an equitable manner throughout the District.

E. Professional Development

The Superintendent shall develop administrative guidelines whereby members of the professional staff shall participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds, when appropriate;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
 - a. performance-based student assessment
 - b. use of technology
 - c. working effectively with parents
 - d. early childhood education
 - e. meeting children's special needs
 - f. fostering gender-equitable education
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

F. Simultaneous Services

In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 6301 et seq.
34 C.F.R. Part 200, et seq.

Revised 9/14/95
Revised 9/11/03

2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:

- A. involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
- B. provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
- C. build the schools' and parents' capacity for strong parental involvement;
- D. coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
- E. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
 - 1. identifying barriers to greater parent participation;
 - 2. designing strategies for more effective parental involvement; and,
 - 3. revising the parental involvement policy if necessary;
- F. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;
- G. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;

- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities.
- D. Parents of participating students' must be provided with:
 - 1. timely information about the Title I program and the school's parent involvement policy;
 - 2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;
 - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible;
- E. As a component of the school parental involvement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents which outlines how the school staff, the parents, and the student will share responsibility for academic improvement and the means by which the school and parents will build and develop a partnership to help students achieve State standards. The compact must:
 - 1. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;
 - 2. describe the parent's responsibility to support their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children;
 - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents on their child's progress;

and reasonable access to the staff and to observe and participate in classroom activities.

- F. Parents of children receiving Title I services must be notified about school parent involvement policies in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- G. School parent involvement policies must be evaluated periodically to consider whether they meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving students achievement, the Superintendent and building principals must include provisions in the School District and school parent involvement policies regarding:

- A. assisting parents of children served under Title I in understanding the State's academic content and assessment standards, and in understanding how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement;
- C. educating teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal programs;
- E. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators to improve the effectiveness of such training;
- B. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- C. train parents to enhance the involvement of other parents;
- D. adopt and implement model approaches to improving parental involvement;
- E. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- F. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

2261.02 - TITLE I – PARENTS' RIGHT TO KNOW

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching
- B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- D. the qualifications of any paraprofessionals providing services to their child(ren)
- E. In addition, the parents **shall** be provided:
 - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 - 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.

20 U.S.C. 6311

34 C.F.R. Part 200 et seq.

COSHOCTON CITY SCHOOLS

TECHNOLOGY, COMPUTER, NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

INTRODUCTION:

Coshocton City Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials.

The following Acceptable Use Policy is created to ensure that the technology available through

Coshocton City Schools provides a safe learning environment for our staff and students.

This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is part of the student handbook.

The Acceptable Use Policy (AUP) is signed annually. A signed AUP is required for use of the District's computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges.

POLICY PURPOSE:

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Coshocton's technology equipment for educational purposes (Coshocton Board of Education Policies 5136, 7540, 7540.01, 7540.02, 7540.03, 7540.06, 7542). All activities that use our computer systems, whether they are during or after school, are covered by this policy. Use of a personal computing device follows the same guidelines as a school computer when connected to the network.

POLICY CHANGES:

The school policies may be altered by action of Coshocton City School Board of Education at any of its regular meetings.

NETWORK & INTERNET USE AGREEMENT:

Network and Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must take responsibility for appropriate ethical and legal use of this access. Internet access for Coshocton City Schools is a privilege, not a right. The signatures on the Acceptable Use Policy are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. (Appendix A)

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety form annually. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on

blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal. However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

The Superintendent shall review the DTP and make any changes, amendments or revisions.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY:

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board- owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources

are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A.	safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
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B.	the dangers inherent with the online disclosure of personally identifiable information
C.	the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D.	unauthorized disclosure, use, and dissemination of personally- identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology

Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

DISTRICT WEB PAGE

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee. The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A.	Educate
	Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
B.	Inform
	Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
C.	Communicate
	Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web- site use.

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

COPYRIGHT-MULTI-MEDIA MATERIAL:

Coshocton City Schools encourages the use of electronic media in student and staff projects but the following guidelines must be followed to be acceptable.

- a. Any audio or video clip, whether downloaded or copied from home, must be limited to 10% or 30 seconds for music or 10% or 3 minutes for video, whichever is less. If a longer duration is needed, you must have permission by the owner to redistribute.
- b. Any inclusion of copied Internet material, such as, text, video, audio, or images, must include proper credit to the copyright holder or the work is subject to student rules regarding plagiarism.

DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT:

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Technology Director, or Superintendent/Principal.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's Technology Director. The Technology Director or Principal is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other

means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

PERSONAL COMMUNICATION DEVICES:

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones,

smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.)

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate

this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location

where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned- over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day at approved times with appropriate permission.

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have

been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and technology staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

CONFIDENTIALITY AND STUDENT INFORMATION

Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20

U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

CONSEQUENCES OF INAPPROPRIATE INTERNET & NETWORK BEHAVIOR:

The staff or student's Building Principal or supervisor will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building/District. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by Coshocton City Schools.

This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

USER FEE/BREAKAGE FEE(S):

- All students will be assessed \$20 for a 1:1 Device User Fee at the beginning of the school year.

- In the event that a student breaks his/her device, the student will be assessed an additional \$20.
- If a student breaks his/her second device, the student will be assessed an additional \$30.
- If a student breaks his/her third device (and any thereafter), the student will be assessed all costs associated with the breakage repair. This may include associated labor costs and full-replacement costs.
- Students who break another student's device will receive consequences from the office which may include financial responsibility.

**Students who have not paid the initial \$20 1:1 Device User Fee prior to their breakage will be assessed all costs associated with the breakage repair. This may include associated labor costs and full replacement costs.

DISTRICT LIABILITIES:

Coshocton City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Coshocton City Schools will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. Coshocton City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate with the school in the event of an investigation of a person's use of computer access to the network, whether that use is on a school computer or on another's outside the district's network.

A copy of these forms and the Board Policy can be found at: www.coshoctoncityschools.com.