

Continental Elementary Student/Parent Handbook



2022-2023

5211 State Route 634
Continental, OH 45831
419-596-3860

www.continentalpirates.org

- * Adopted by the Board of Education on June 28, 2022
- * Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 28, 2022
- *The handbook supersedes all previous versions of the Continental Elementary Student Handbook

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Welcome Students and Parents,

The staff and I are excited to work with you and we look forward to offering each family a rewarding educational experience. To aid in the success of your child's education, it is imperative that your child, his/her teachers, you, as a parent, and myself work cooperatively together.

This handbook was developed as a source for the many questions you may have regarding your child's educational experience at Continental. It contains guidelines and procedures in accordance with the Continental Board of Education policies. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2022. If you have any questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: continentalpirates.org by clicking on "District Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Please take a few minutes to review and discuss the contents of this Handbook with your child(ren). If you have any questions, please feel free to contact me at 419-596-3860 or t.potts@continentalpirates.org. We sincerely hope that in working together, we can provide students with a positive learning experience that will result in students making good choices, learning new skills, developing positive relationships and maturing into successful teens.

Mrs. Tracy Potts
Elementary Principal

Mission of the District

Continental Local Schools are committed to the fullest development of every student's unique talents and abilities. We strive to provide all students with a foundation for life-long learning. We encourage students, parents, and the community to join as partners in this commitment.

Philosophy of Continental Elementary School

We, the certified staff of Continental Elementary School, pledge ourselves to do our very best for the pupils of Continental Elementary. We recognize the fact that each child is an individual and we will try to meet his/her individual needs.

As certified teachers we will offer each child the opportunities to progress at his/her own rate. We recognize that there are many differences in mental maturity and we will gear our efforts so that each child can be successful.

We fully realize that a happy child, one who likes school, functions better than one who is antagonistic toward learning and school. We will show compassion, warmth, and will try to instill in each child the desire to want to learn while maintaining a high moral standard.

We will use various education techniques to instill in each child a desire to learn all that he/she can, based upon their educational maturity. The Continental Elementary School shall provide the best education possible for the boys and girls of this community.

Continental Elementary Administrative and Support Staff

Mr. Danny Kissell, Superintendent 419-596-3671, Ext. 1043

Mrs. Tracy Potts, Principal 419-596-3860, Ext. 3302

Mrs. Jessica Vennekotter, Building Secretary 419-596-3860, Ext. 3300

Mrs. Erin Schmidt, Guidance Counselor 419-596-3860 Ext. 3207

Mr. Elliot Kosch, Technology Director 419-596-3871, Ext. 2112

Ms. Sarah Goedde, Cafeteria Manager 419-596-3860, Ext. 3104

Mr. Mark Siebeneck, Maintenance 419-596-3871, Ext. 2021

Elementary Office Fax 419-596-2652

Board of Education

Mr. Dean Bidlack, President
Mrs. Katie Clementz
Mrs. Robin Etter
Mr. Brian Donaldson
Mrs. Lynn Smith

2022-23 School Calendar

August 18	Teacher Workday/Open House 4-6pm
August 22	No School-Professional Development Day
August 23	First Day for Students
September 5	No School-Labor Day
September 23	1 st Quarter Midterm
October 21	End of the 1 st Quarter
October 28	Fall Break – No School
November 18	2 nd Quarter Midterm
November 21	No School-Professional Development Parent/Teacher Conferences 3-7pm
November 22	No School-Parent/Teacher Conferences 10am-7pm
November 23-25	No School-Thanksgiving Break
December 22-31	No School-Winter Break
January 3	Classes Resume
January 6	End of 2 nd Quarter/1 st Semester
January 16	No School-Martin Luther King, Jr. Day
February 10	3 rd Quarter Midterm
February 20	No School-Presidents Day
March 10	No School-Professional Development Day
March 17	End of the 3 rd Quarter
April 6-10	No School-Easter Break
April 21	4 th Quarter Midterm
May 21	Graduation, Class of 2023 @ 2:30pm
May 24	Last Day for Students/End of 4 th Quarter/End of 2 nd Semester
May 25	Teacher Workday

Possible Make-up Days: Remote learning will be used in place of make-up-days. Board Approved: 1/11/2022

Elementary Schedule

8:05 a.m.	Supervision of children by Continental staff. Children should not arrive before this time.
8:20 a.m.	Classes begin (tardy bell rings)
11:10 a.m.	Kindergarten lunch
11:30 a.m.	1 st lunch
11:35 a.m.	2 nd lunch
11:50 a.m.	3 rd lunch
11:55 a.m.	4 th lunch
12:10 a.m.	5 th lunch
12:15 a.m.	6 th lunch
3:00 p.m.	Non-bus riding students are dismissed
3:05 p.m.	Bus riding students are dismissed

In the event of a 1-hour delay, school will start at 9:20 a.m. and dismiss at 3:05 p.m.

In the event of a 2-hour delay, school will start at 10:20 a.m. and dismiss at 3:05 p.m.

In the event of a 3-hour delay, school will start at 11:20 a.m. and dismiss at 3:05 p.m.

Continental Elementary Faculty

Preschool:	Mrs. Laura Frost	3314	l.frost@continentalpirates.org
	Mrs. Marilyn McCollum	3314	m.mccollum@continentalpirates.org
Kinderstart:	Mrs. Kelly Van Ham	3312	k.vanham@continentalpirates.org
Kindergarten:	Mrs. Taylor Geckle	3315	t.geckle@continentalpirates.org
	Mrs. Danielle Stallkamp	3313	d.stallkamp@continentalpirates.org
Grade One:	Mrs. Casey Homier	3311	c.homier@continentalpirates.org
	Mrs. Pam Retcher	3309	p.rechter@continentalpirates.org
Grade Two:	Mrs. Krystal Bowers	3317	k.bowers@continentalpirates.org
	Mrs. CarrieJo Verhoff	3319	c.verhoff@continentalpirates.org
Grade Three:	Mrs. Amanda Gray	3322	a.gray@continentalpirates.org
	Mrs. Sharon Siebeneck	3320	s.siebeneck@continentalpirates.org
Grade Four:	Mr. Brian Gerdeman	3321	b.gerdeman@continentalpirates.org
	Mrs. Kathy Schmiedebusch	3323	k.schmiedebusch@continentalpirates.org
Grade Five:	Ms. Sydney Eickholt	3324	s.eickholt@continentalpirates.org
	Mrs. Kelli Roney	3325	k.roney@continentalpirates.org
Grade Six:	Ms. Tessa Wall	3327	t.wall@continentalpirates.org
	Mrs. Mindi Bradford	3324	m.bradford@continentalpirates.org
K-2 Intervention	Mrs. Lisa Benton	3310	l.benton@continentalpirates.org
3-4 Intervention	Mrs. Jenna Warnimont	3209	j.warnimont@continentalpirates.org
5-6 Intervention	Mrs. Sara Thomsen	3318	s.thomsen@continentalpirates.org
K-3 MD	Mrs. Katelyn Recker	3214	k.recker@continentalpirates.org
K-3 MD Aide	Mrs. Christy Bartley		c.bartley@continentalpirates.org
K-3 MD Aide	Mrs. Lacie Perry		l.perry@continentalpirates.org
4-6 MD	Mrs. Melissa Winkle	3213	m.winkle@continentalpirates.org
4-6 MD Aide	Mrs. Katie Schnipke		k.schnipke@continentalpirates.org
4-6 MD Aide	Mrs. Lisa Miller		m.miller@continentalpirates.org
Title 1	Mrs. Terri Schlegel	3211	t.schlegel@continentalpirates.org
Art K-6	Mr. Jacob Palte	3228	j.palte@continentalpirates.org
Music K-6	Mr. Bill Baby, Jr.	3223	b.bany@continentalpirates.org
Library/Media	Mrs. Sarah Baughman	3200	s.baughman@continentalpirates.org
PE	Mr. Damon Schmidt	3107	d.schmidt@continentalpirates.org
Speech	Mrs. Abby Beckman	2312	a.beckman@continentalpirates.org
Aide	Mrs. Debbie Warnimont		d.warnimont@continentalpirates.org
Custodian	Mrs. Etta Worline	3214	e.worline@continentalpirates.org
Cafeteria	Mrs. Darlene Griffith	3104	d.griffith@continentalpirates.org
Cafeteria	Mrs. Mary McClure		m.mcclure@continentalpirates.org
Cafeteria Cashier	Mrs. Pam Relue		p.relue@continentalpirates.org

How Mom and Dad Can Help

- Send me to school in a happy frame of mind. Spare me the burden of your adult worries.
- Help me to be at school on time and see that I come every day unless I am ill.
- Help me to meet and get along with other children. Take an interest in my friends. Do not feel you need to interfere when my friends and I get into a little scrape.
- Help me take care of myself; I need to have confidence in my ability to solve problems and make decisions myself.
- Don't encourage me to use "baby talk." If you just talk naturally, it will help me to speak distinctly as well as to broaden my vocabulary.
- Provide as many different experiences for me as you feel I will enjoy, assimilate and profit from such trips to the library, department stores, parks, zoo, playground, movies, ball games, etc.
- Teach me to be truthful, attentive, observing, and useful but not too forward and boisterous.
- Give me plenty of time to grow and mature. Remember, children do not develop at the same rate, nor in the same manner. Please do not compare me with my brother or sister, or with some other child.
- Teach me to have an eye for beauty, to keep things in order, to be thrifty and not to be wasteful.
- Allow me certain responsibilities in keeping with my age and see that I carry them out.
- Encourage me to follow the simple rules of courtesy and good manners.
- When I come home from school, you will be interested in hearing what has happened to me during the day. If I bring home some of my work, if at all possible, praise the results of my labor. If you cannot honestly do this, at least praise the effort which went into the making.
- Teach me the art of winning and losing gracefully.
- Don't expect to teach me how to read and write. It can be very confusing for me as instruction today may be different from what it was when you went to school. (Check with the teacher for help on what you can do at home)
- Please keep the dog from following me to school.
- Don't be too concerned if my marks aren't the best in the class. Are they in keeping with my ability? How am I adjusting to school in general?
- Please see that I arise early enough to get dressed, eat breakfast and have plenty of time to get to school.
- See that I have the supplies that are needed so that I can function properly in the classroom. Gym shoes and pencils are two of the most important items, but there are also other necessary items.
- Avoid negative talk about other students and teachers in the presence of me. Help me to adjust to different personalities (which I will have to do in later life) and respect the rights of and differences of others.
- Arrange a conference with my teacher immediately if you are concerned, withholding judgment until you are aware of all the facts. Children will often tell half-truths or leave out important parts of the story to make them look 100% right and the school 100% wrong. Don't jump to conclusions and criticize. Get the facts from school personnel. If the School did something wrong, the School will admit it to you but, on the other hand, don't destroy a child's concept of school and teachers by being overly critical. Visit with the School personnel and help them. With teamwork, school spirit can rise to great heights.

SECTION I – GENERAL INFORMATION

School Hours

School begins at 8:20 a.m. and dismisses at 3:05 p.m. every day for students in grades K-6. Students arriving by school bus are permitted into the building at 8:05 a.m. Non-bus riding students may enter the building after 8:05 a.m. through the east entrance by the cafeteria. This allows for smooth traffic flow in the parking lot. Non-bus riding students are picked up at the east entrance by the cafeteria. Parents must either park in a parking space or along the curb (do not leave the car unattended) when picking up children. The lane next to the curb must be left open as an exit lane. Students will not be able to get in a vehicle in the exit lane. Per Ohio law, handicapped parking should not be used unless you have a handicap sticker.

Parents who wish to escort their children into the building or to escort them out of the building are asked to NEVER park their car along the curb. This disrupts the flow of traffic at the school entrances and in some cases blocks traffic completely for other visitors. It also makes it unsafe for students and adults in the parking lot.

Kindergarten Policy

Students must be five by September 30th to enter kindergarten. Law requires attendance in a Kindergarten program prior to a student enrolling in first grade.

Kinderstart

Kinderstart is the beginning of a two-year kindergarten program designed to bridge the gap between preschool and kindergarten. The program focuses on social/emotional development while exposing the students to kindergarten academic standards at an age appropriate pace that meets the needs of the students. The pace allows the students to build the foundation for the rigor of kindergarten. Students in the program attend school 5 days a week all day. To be eligible, students must be five on or before September 30th.

Class Assignments

The Principal, along with the child's previous grade level teachers, will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the Principal.

Closings and Delays

In the case of school delays or closings due to inclement weather, utilize the text alert system, listen to the radio stations listed below or watch the television stations listed below. Students and parents/guardians that provide the district with their information will automatically be enrolled in the district's alert system called Appetgy. The system works similarly to the Ohio Alert system previously used by the district.

Television Stations

WTOL TV 11 WLIO TV 35
ABC TV 13

Radio Stations

WDFM-FM Mix 98.1 WZOM-FM 105.7
WNDH-FM 103.1 WONW-AM 1280

School District Protocol for Communicating School Emergencies

Per state law and board of education policy, the purpose of this notification is to share the methods that will be employed to notify parents and students of Continental Local Schools in the event of an emergency or serious threat to safety. District officials will use the following communication methods to notify parents and students in the event of a school emergency, applicable to each situation:

- Continental Local School Text Alert System (Appetgy - CN Pirates Alerts)
- Continental Local School Website
- Local television and radio stations

For information about these procedures or assistance in subscribing to or receiving Allergy Alerts, please contact the school office.

Fire, Tornado, and Safety Drills

Continental Local Schools comply with all fire and safety laws and will conduct drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of a fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Students are expected to comply with all directions of staff members and first responders.

Safety and evacuation drills will be conducted throughout the school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building or evacuated. These situations can include modified lockdowns, terrorist threats, a person in possession of a deadly weapon on school property, or other acts of violence.

Visitors

The Board of Education welcomes and encourages parents, other adult residents of the community and interested educators to visit. Visitors must report to the office to sign in and secure permission prior to visiting any area of the school. Visitors will be asked to wear a pass. Any visitor found in the building in violation of this rule will immediately be reported to the office and/or proper authorities. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the School in order to schedule a meeting. Students may not bring visitors to school without prior permission from the Principal.

Safety and Security

All entrances will be locked during the school day. Parents and visitors may only enter the front entrance where they will be admitted using the “buzzer” system. Visitors need to press the call button to the right of the doors. After being addressed, visitors will enter using the right front door and report to the office. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a visitor’s pass, and to question people who are “hanging around” the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

Video/Security Cameras

In order to improve student discipline and benefit the welfare and safety of staff, students, and visitors, video cameras and recording equipment have been installed to monitor the building and grounds as well as behavior on the school buses. The video recordings may be used as evidence in student disciplinary proceedings. Any evidence that is obtained from the use of cameras may not be viewed by parents.

Lost and Found

A lost and found box is located in the office. Labeling of student belongings can eliminate lost items. Unclaimed items will be given to charity at the end of the school year.

Money

Money sent to the school should be enclosed in an envelope with the child’s name, amount, purpose, and the teacher’s name clearly written on the outside. Whenever possible, money should be in the correct form. It is best if money is sent to school via a check made out to “Continental Schools.”

Fees

There is a charge for workbooks, art materials, supplementary materials, etc. for the school year. For the 2022-23 school year, parents will owe \$40.00 per child for fees. Payment in full for your child’s fee is due by the end of the first semester, January 6, 2023. Please make checks payable to “Continental Schools.” If you are unable to pay the fees, please contact the school and a payment plan will be established. Students eligible for a waiver of school fees, include, but are not limited to, the following: students who qualify for aid under Ohio Works First or Disability Assistance or students who qualify for free lunch under the National School Lunch Act. Lunch fees: K-6, \$2.60

Textbooks and Library Books

All textbooks and library books are furnished by the Continental Board of Education and should be returned in the condition of which they were borrowed. Students who lose or deface books are required to reimburse the school. Fines for lost/damaged textbooks:

Broken cover	\$12.00
Loose/Broken Back	\$6.00
Torn Pages	\$.50/page
Excessive Writing/Dirty	\$5.00
Water damage/lost book	Replacement Cost

Students are allowed to check out books on a regular basis from our library. Parents should be aware of what their child is reading. If parents object to the author's style or content of a book, please ask your child to return it at once. Books borrowed and not returned by students will result in a library fee of \$10.00.

Student Fundraising

Students participate in limited fundraisers. Money raised from school sponsored fundraisers are used to support programs and activities. Persons wishing to engage in sales projects not related to the school, on school grounds, must have permission from the principal.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines. These administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation.

Advertising of Outside Activities

Students/parents/outside groups may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

Personal Electronics Policy

Students are prohibited from using personal cellular devices (PCD) during the school day (8:20 a.m.-3:05 p.m.). Parents are strongly discouraged from texting or calling their student's cell phone to pass along messages. In order to prevent a student from violating this policy, parents can get a message to a student by calling the Elementary Office.

Examples of PCD's include, but are not limited to: smartphones, MP3 players, iPads, iPods, video games, cameras, toys, etc. These devices should not be brought to school unless permission has been granted by a child's teacher. The school is not responsible for lost, stolen or broken items.

Consequences for violation of the PCD policy are listed below:

1st Offense: Student may claim the device from the office at the end of the school day

2nd Offense: Parent/Guardian must claim the device from the office (will not be returned to student)

3rd Offense: Parent/Guardian must claim the device from the office (will not be returned to student) plus a lunch detention for the student

4th Offense: Parent/Guardian must claim the device from the office (will not be returned to student) plus an after school detention.

Five or more offenses of this policy will be subject to increased disciplinary consequences.

Any electronic device confiscated due to use in the school building may be searched by school personnel. Devices that are confiscated as part of a disciplinary investigation may be held until the investigation is complete.

Classroom Telephones

Classroom phones are for emergency purposes and used by teachers to contact parents. Students are only permitted to make calls from the elementary school office phone.

School Insurance

Student insurance provided through a private agency is available to all students for a small fee. Student insurance forms are available in the Elementary Office or the school website at www.continentalpirates.org

Technology and Internet Use

All students in grades K-6 have access to Chromebooks. These Chromebooks are for educational use only and will not be taken home unless the child is in the 5th or 6th grade. Chromebooks are assigned to students by numbers and teachers are able to track student use. Any misuse, damage or loss of the Chromebook assigned to a student will be the responsibility of the student.

The use of the Internet through the Continental Local School District is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The CES administrator and technology coordinator will be responsible for making the decision as to what is appropriate and inappropriate use. Any student in violation of the "Acceptable Use Policy" for computers is also subject to the school's discipline code.

Students are NOT permitted to use any school technology or network devices/connections until an "Acceptable Use Policy" has been signed by the student and a parent/guardian; and is on file in Final Forms.

Chromebooks – 5th/6th Grade

All 5th/6th grade students will be assigned Chromebooks on the first day of school. Chromebooks are an integral part of the instructional system that is used by the teachers in our building and therefore all students are expected to follow these basic guidelines for their use:

1. Chromebooks are for educational use only.
2. Chromebooks should be charged AT HOME and come to school fully charged each day.
3. Students are expected to take their Chromebook with them to EVERY class, unless otherwise instructed by the teacher.

Students are not permitted to have personal email accounts on school-issued devices and are not permitted to install downloads on school-issued devices without permission from the Technology Director and/or Principal.

Forgetting your Chromebook at home, not bringing your Chromebook to class, or not charging your Chromebook completely are not excuses for not doing your expected work. Failure to abide by these simple rules is the equivalent to forgetting your work at home or leaving your textbook in your locker.

Students in grade 5 and 6 will be provided an email account by the school. Student email accounts are restricted to educational use between students and staff members or between students. All student emails are archived and may be searched by the administration or technology coordinator at any time. Failure to follow proper rules regarding email use may result in forfeiture of privileges and/or further disciplinary actions.

Children and Youth in Foster Care

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03

Students with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Tracy Potts at 419-596-3860 to inquire about evaluation procedures, programs, and services.

SECTION II - STUDENT WELLNESS

Counseling Services

At Continental Elementary Mrs. Schmidt, Counselor, offers a broad range of support services to assist students. Individual and group counseling is available to help develop positive skills. When students work through their social and emotional issues (behavior, self-esteem, friendships, self-control, etc.) they are able to devote attention and energy to learning. Meetings with the counselor occur during the school day at a time that does not interfere with academic learning. Parents, students, administrators and teachers can refer students for services provided by Mrs. Schmidt.

Students at Continental Elementary have opportunities to receive school-based mental health services from outside mental-health providers. Parents, students, teachers, and administrators can refer students for counseling services. Written permission from parent/guardian must be obtained prior to counseling services beginning. The school and service provider will attempt to schedule services around academic classes. If interested in services, please contact the guidance counselor or principal for more information and release form.

Continuous Notice of Non-Discrimination

Continental Local Schools, its Board of Education, and its staff are dedicated to providing equal education and employment opportunities without regard to military status, sex, race, color, creed, national origin, religion, genetic information, age, or handicap. The regulations of Title II, VI, VII (Civil Rights Act of 1964), equal pay act of 1963, Title IX and Section 504 are followed.

The designated individuals at Continental Local Schools for inquiries and complaints regarding Title IX and Section 504 may be contacted at:

Tracy Potts, Elementary Principal
5211 St. Rt. 534
Continental, Ohio 45831
t.potts@continentalpirates.org
419-596-3860

Tim Eding, Principal
5211 St. Rt. 534
Continental, Ohio. 45831
t.eding@continentalpirates.org
419-596-3871

The designated individual at Continental Local Schools for inquiries and complaints regarding Title II (ADA) may be contacted at:

Mr. Danny F. Kissell
5211 State Route 634
Continental, OH 45831
d.kissell@continentalpirates.org
419-596-3671

Student Responsibilities

The rules, policies, and procedures of Continental Elementary School are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow the directions of all staff members and obey all school rules. Students must arrive at school on time, ready to learn and participate.

Teachers and administrators desire to help students succeed. If help is needed at any time, students and/or parents are encouraged to seek assistance from the principal, guidance counselor, or any other staff member.

In order to keep parents informed of their student's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The school, however, may use phone calls, the USPS, electronic mail, Classtag, ProgressBook, or social media posts. Parents are encouraged to build a two-way link with their child's teachers to help the academic process

Student Well-Being

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills as well as accident reporting procedures. If a student is aware of any dangerous situation or accident, they are required to notify a staff member immediately. Students are expected to follow the directions of all staff members, law enforcement officers, and first responders in the event of a drill or actual emergency.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the elementary school office.

Emergency Medical Forms

State law requires that all students have an emergency medical authorization form completed, signed by a parent/guardian, and on file in the school office in order for a student to participate in an activity off school grounds including field trips, spectator trips, and athletic or other extra-curricular/co-curricular activities. If an emergency arises and a parent cannot be located, this form can authorize school personnel to handle the emergency case.

*Parents should immediately notify the school with changes in a student's address, phone number, or any other information that is included on the Emergency Medical Form.

Illness or Injury

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. The clinic is provided for students to use until the school is able to arrange transportation. If medical attention is required, the office will follow the school's emergency procedures and then make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in 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.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic devices and equipment, large sums of cash, and the like are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables brought onto school grounds or school activity.

Protection and Privacy of Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student.
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
- H. disclose personally identifiable information from education records without consent, to authorized

representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

Directory 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 email address books.

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 five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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).

Cumulative Records

The Family Rights and Privacy Act provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the Principal who will make the necessary arrangements.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) 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 procedure. Parent involvement This procedure is important and required by Federal (IDEA) and State law. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal or Guidance Counselor.

Sexual Harassment Policy

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Bullying Policy

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act

or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

Safer Schools Tip Line

This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

Drug Prevention Policy

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

District Wellness Policy

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. The Wellness Policy can be found in its entirety on the school website by clicking on *Policies and Bylaws* and searching for policy #8510.

Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

Head Lice

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child is found to have lice or nits, parents will be contacted to pick up the child. A student must remain at home until he or she has been treated and all nits removed. A doctor's note or a note from the Putnam County Health Department is required, stating a student has been treated and is not free, before they return to school. Students will be granted one day of an excused absence to complete the treatment process. All days missed thereafter will be marked as unexcused under the discretion of the Principal.

Health

In order to promote child welfare and prevention of disease, the home and school should work together. Children who show signs of illness should remain at home. Symptoms such as fever, chills, swollen glands, vomiting, rash, etc, are sufficient reasons to keep a child home. When students return to school, a note by a parent or guardian will be an excused absence.

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics;
- B. dental examinations;
- C. tests for communicable disease;
- D. vision and/or audiometric screening; Grades: K, 1, 3, 5
- E. scoliosis tests; Grade 6
- F. head lice checks

Recess During Cold Weather Months

We recognize the importance of daily outdoor play. Children will be outdoors for recess unless it is raining or temperature and wind result is a 20 degrees F wind-chill factor. During the winter months, parents should see that children have boots, hats, gloves, and warm coats to protect their children from cold weather.

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, Hepatitis B, chicken pox and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the District and those eligible to attend.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice. For the safety of all students, the school principal may remove a student from school after the 15th day of attendance if a student does not have the necessary immunizations, authorized waiver or established a deadline for meeting State requirements. Any questions about immunizations or waivers should be directed to the Putnam County Health Department.

SECTION III - PROCEDURES

Complaint Procedure

If you have a problem with a student or a teacher, for whatever reason, the following chain of communication is to be followed. If the problem is not resolved at the first level, ask to talk to the person at the second level, and so on.

- | | |
|----------|--------------------|
| Level 1: | Teacher |
| Level 2: | Principal |
| Level 3: | Superintendent |
| Level 4: | Board of Education |

Inspection of Instructional Materials

Per Board of Education policy, parents have the right to inspect any instructional materials used as part of the educational curriculum for their students. Instructional materials include instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). This also includes textbooks, reading lists, instructional materials, and academic curriculum used in the district. Instructional material does not include academic tests or academic assessments

Early Dismissal

For a child to be released early from school a parent must either: (a) send a signed written request to school with a child indicating the time of the release; or (b) come to the School office to request a child be released.

Children will be released from the office to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. For your child's safety, please come into the school office to sign-out your child.

Use of Medications

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs 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 healthcare procedures which require special training, such as catheterization.

Students who must take prescribed medication during the school day, must comply with the following guidelines.

- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board requires a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1).
- Before any non-prescribed medication or treatment may be administered, the Board requires the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b).
- No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization.
- Forms are available in the office. They must be filed annually and updated when there is a change in the medication.
- Medication documents are kept in the office and are available to the persons designated by board policy as authorized to administer medication or treatment. The person dispensing medication will maintain a log noting the personnel designated to administer the medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.
- To be administered, medication must be in its original container, labeled with the date (if prescribed), student's name, and exact dosage.
- Medication is stored in a locked cabinet in the clinic. Medications that require refrigeration are stored in a small refrigerator used by office staff only. Diabetes medication is stored in a cabinet in the office that is an easily accessible location pursuant to Policy 5336.
- Parents may administer medication or treatment, with the exception of diabetes care covered under Policy 5336. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

- Medication should be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students should not bring medications to school.
- Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal. This medication may be stored in the principal's office and administered in accord with the prescribed medication policy.
- Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- Students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.
- The parents should have the sole responsibility to instruct their child to take the medication at the scheduled time.
- Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.
- 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.

Field Trips

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

Transportation Changes

If your child is going home via another mode of transportation than his/her normal, daily procedure please send a note in the morning with the child or call the office **before 12:00 pm** unless there is an extreme emergency. This will help avoid confusion for students and staff at the end of the school day.

Meal Service

The Continental Board of Education recognizes the importance of good nutrition to each student's educational performance. The School participates in the National School Lunch Program. Breakfast and lunch available to students for a fee determined by the Board of Education. Students are expected to eat lunch at school and will not be able to leave school grounds during the lunch hour except when granted permission from the principal. Parents are welcome to eat lunch with their children as long as arrangements are made in advance.

Lunch Payments: The cafeteria uses a computerized cash register system called *Meals Plus*. Students and parents must prepay to use the Meals Plus system using a personal check, cash, or credit card (available through the school website for a fee). Students are assigned a 4-digit pin number to use that remains with them

throughout their school career. Students may bring in money at any time for their lunch account; **parents need to write the student's name, account number, and their teacher's name on the front of an envelope.** Lunch money should be turned into the office at the beginning of the school day. Students in grades 4-6 may purchase one snack per day in the cafeteria and this is automatically deducted from their account. Parents need to instruct their children if they are permitted to buy a snack. With parent permission, students can be blocked from buying extras. Students can always purchase extra portions of food (meat, vegetable, fruit or milk) for an added fee.

Overdrawn Lunch Accounts: Student accounts are not permitted to become negative and parents can monitor their child's account through the Continental Schools Website at www.continentalpirates.org. Students will not be allowed to purchase any extras for breakfast and/or lunch if they have a negative balance in their cafeteria account. Students on Free or Reduced lunches will still need to deposit money if they wish to purchase a snack. If a child owes more than \$5.00, he/she will not be permitted to purchase any "extras". If a child owes more than \$10.00 he/she will be served a basic lunch. A basic breakfast consists of toast and milk, while a basic lunch consists of a peanut butter sandwich and milk. Students will be charged for basic meals, and their charge balance will continue to grow. Once payment is received, all cafeteria privileges will be restored. Students are required to settle all lunch account debts at the end of the school year. If there is a balance remaining on your child's account, it will carry over into the next school year.

Free/Reduced Information: Continental Elementary accepts applications for the National School Breakfast/Lunch Program throughout the school year. Forms are available in the main office. Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education. For more information please contact the office.

Final Forms

Continental Schools uses Final Forms as a data collection tool for all student forms. This includes but is not limited to Enrollment forms, EMA forms, Technology forms, Field Trip Permission forms, Free & Reduced Lunch applications, and other forms required by state and local policy. All students are required to have forms completed by a parent/guardian prior to the first day of school. Final Forms will store user data from one year to the next so that completing the forms will be easier and less time consuming after the initial setup (parents/guardians will login with a unique username and password). To access final forms, please visit the school website.

Enrolling in School

In general, State law requires a parent to enroll his/her child(ren) in the school district in which the parent or legal guardian resides, unless enrolling under the District's open enrollment policy. Students who are new to Continental Elementary are required to enroll with a parent or legal guardian. When enrolling, the following documents must be provided:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if applicable)
- Proof of residency
- Proof of immunizations

If a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for

enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Mrs. Schmidt, liaison for homeless students at 419-596-3860.

The Superintendent, after offering an opportunity for a hearing and at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in- fact or caretaker authorization affidavit executed by the child's grandparent.

Withdraw/Transfer Schools

Parents or legal guardians are responsible for notifying the school when a child is leaving the district. Prior to leaving, a parent must take care of all obligations with Continental Elementary School. This includes returning school books, paying any fees or charges, and picking up all personal belongings. The district needs to know the location of the new school. The receiving district will send a request for the child's records. As soon as we receive this request, we will forward the information within 14 days.

SECTION IV - ACADEMICS

Homework Policy

Students are expected to do their own homework in their own handwriting. If you have a concern about your child's homework, please contact his/her teacher. Each teacher has his/her own homework policy that must be followed. Students in grades 3-6 who do not complete their homework must attend Study Table during noon recess to work on the assignment.

Grading Scale

A = 93 – 100	Excellent	S – Satisfactory/Passing
B = 84 – 92	Good	U – Unsatisfactory/Failing
C = 74 - 83	Average	I – Incomplete/Improvement Needed
D = 65 - 73	Poor	
F = 64 - 0	No Credit	

For S/U grading, teachers may assign “+” or “-“ at their discretion and according to their criteria; however, additional marks will not be included into semester or final averages.

Reporting Pupil Progress

Student progress can be monitored on a regular basis via ProgressBook, our on-line grading system. Students and parents can access ProgressBook online at www.continentalpirates.org. Grades can be monitored daily and parents can sign up to receive alerts about missing work and failing grades. To gain access to your child's grades, please contact Mrs. Potts at 419-596-3860 or t.potts@continentalpirates.org

Report cards are issued at the end of each 9-week grading term. Report cards can be viewed online or printed upon request.

Parent Teacher Conferences are scheduled in November. This gives the parent an opportunity to exchange information with the teacher about the child's progress, learn about the school and the curriculum, and to discuss the child's strengths and weaknesses in various areas. If you are ever concerned about your child's grade, please contact your child's teacher. It is important to find out the facts before drawing conclusions. Our teachers are always willing to discuss the achievement of your child at any time.

Interim Reports are mailed via USPS to all students earning D's or F's at the midpoint of each grading period. This report is intended to be a warning for the parent/guardian of the student's current academic performance. Upon receiving the report, parents are encouraged to contact teachers to help ensure the student passes their classes for the quarter.

Promotion, Acceleration, and Retention

Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement based on instructional objectives and mandated requirements for the current grade level.
- Potential for success at the next level
- Emotional, physical, and/or social maturity necessary for successful learning experience in the next grade level.

Students in grades K-6 who pass 3 of the five core subjects (Reading, Language, Math, Science, Social Studies) will be promoted to the next grade.

A student may be placed at the next grade level when retention would no longer benefit the student.

Students may be retained based on a high percentage of absences not related to medical issues. A student will be retained if s/he is absent (absent without excuse) for more than ten percent of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas (Reading, Language, Math, Science, Social Studies) in the current grade.

Make-Up Work

If your child is not in school and you would like his/her homework, please notify the office before 11:00 a.m. Assignments can be sent home with a sibling/neighbor or picked up after 2:30 p.m. in the office. This gives your child's teacher time to prepare assignments without interrupting instructional time.

If an absence is excused, students are given the number of days absent to make up the work. For example, if a student is absent Monday and Tuesday all missed work from the absence is due Friday morning.

Elementary Honor Roll

Grades 3-6 All Students will be placed on the honor roll if they have obtained grades of all A's and B's in core subjects. All subjects are included except Art, Music, and Physical Education. Students who receive honor roll status will have their name listed in the Continental E-news and will receive a letter of commendation from the principal.

SECTION V - ATTENDANCE

Regular attendance and promptness are indicators of student success in education as well as in the workplace. It is our aim to see that students understand the need to be in school all day and every day possible. Due to recent changes in state law, absences are no longer calculated by the day or half-day, but instead are calculated by the hour. ALL ABSENCES, with the exception of school-related absences, count towards a student's total number of hours absent. The exact time a student enters or leaves school is recorded and counts towards the student's total absences.

If a student must be absent, the Ohio Revised Code (3313.205) requires a parent to notify the school. This provides a check on your child's safety. In the event of an absence, please call the elementary school at 419-596-3860 prior to 10:00 a.m. unless previous notification has been given to the school. H.B. 66 requires schools to notify parents within the first two hours of the school day if their student is not in attendance and the school has not received notification from the parent/guardian of the absence.

A student returning from an absence whose parent has not contacted the school must bring an excuse (parent or medical) stating the reason for the absence signed by parent/guardian. Students who fail to bring in an excuse upon their return will be considered unexcused. If a student brings an excusable note an absence will be changed to excused. A student will not receive credit for work for an unexcused absence.

Students who miss school to attend medical appointments should bring in a written excuse from the physician.

Students will be issued an excused absence for a total of 43.75 hours (7 days) per semester with parental consent for a total of 87.5 hours (14 days) of excused absences a year. Any absence in excess of 43.75 hours per semester or 87.5 hours per year (the 8th absence and every one thereafter in a semester or 14th absence and every one thereafter for the year) will be unexcused unless a medical note signed by a healthcare provider is presented.

All students between six and eighteen years of age (of compulsory school age, Ohio Revised Code Section 3321.01) must be legally enrolled and in regular attendance as outlined by Ohio law. Attendance is the responsibility of the student and parent. According to these regulations a student may be excused from school for the following reasons:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the immediate family necessitating the presence of the child
3. Death in the family (no more than 3 days are permitted)
4. Quarantine of the home
5. Medical or dental appointment provided the student sees the doctor and presents the office with a written slip from the doctor's office either before the student leaves or upon his/her return to the school from the appointment (a doctor's note will be required after the third medical day per semester)
6. Emergency work at home
7. Observance of religious holidays
8. Defendant in Court or appointment with legal counsel (written slip required upon returning to school)
9. Such good cause as may be acceptable to the Superintendent

In all cases the school administration determines when a student is excused or unexcused, not the parent or guardian.

Students must be in attendance at school at least one-half of a day to be eligible to attend and participate in school-sponsored extracurricular activities that day.

Notification by School of Absences

When a student accumulates 18.75 hours (3 days) of absences in a semester, a warning letter will be sent to the parents about attendance. A copy of this letter will be placed in the student's attendance file.

When a student accumulates 31.25 hours (5 days) of absences in a semester, a second warning letter will be sent to the parents about attendance. A copy of this letter will be placed in the student's attendance file.

If a student exceeds the maximum number of allowable absences in a semester (43.75 hours/7 days), a notice will be sent to the parents about attendance. A copy of this letter will be placed in the student's file.

House Bill 410 and Attendance Reporting Requirements

H.B. 410 requires student attendance to be reported in hours instead of days. This law also defines chronic absenteeism, excessive absences, and habitual truancy and requires schools to notify parents/guardians when certain thresholds are met.

Chronic Absenteeism

H.B. 410 defines chronic absenteeism as a student that has missed 10% or more of the school year for any reason (excused or unexcused).

Excessively Absent

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent WITH OR WITHOUT legitimate excuse from school for 38 or more hours in one school month or 65 or more hours in one school year.” Schools are required to notify parents/guardians in writing within 7 days of the triggering absence if a student hits the threshold for excessive absences, regardless of if the absences are excused or unexcused. A copy of this letter will be placed in the student’s file and may be forwarded to the County Attendance Officer for review.

Habitually Truant

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 from school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.” The law also requires schools to take the following steps:

- Within 7 days of the triggering absence for habitual truancy, the school is required to select members of an absence intervention team and make 3 meaningful attempts to secure the participation of the student’s parent/guardian on the absence intervention team
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
- Within 14 school days after the assignment of the team, the district will develop the student’s absence intervention plan.
- Within 7 days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student’s parent/guardian.
- The student has 60 days to successfully implement the plan. If the student does not make progress on the plan, as determined by the absence intervention team, the attendance officer must file a complaint in the juvenile court against the student on the 61st day after implementation of the absence intervention plan.

Suspensions from School

Any absence that occurs as a result of an out-of-school suspension is considered unexcused. Students are permitted to make up assignments, quizzes, and tests that are missed due to suspension for reduced credit (all correctly submitted assignments, quizzes, and tests will be reduced one letter grade upon submission).

It is the responsibility of the student to get the assignments from their teachers. Students have one day for each day of suspension to submit the make-up work. Failure to submit the work in this timeline will result in no credit for the assignment, quiz, or test.

Family Vacations

Such absences are not encouraged or condoned but are allowed. Parents should call one week prior to the date of the vacation so the teacher can prepare work for the student. Students will receive 2 days’ worth of assignments to take with them. These assignments are due the day the student returns to school. Assignments given after vacation are due 5 days from the student return date. Please refrain from scheduling vacations from the middle of April to the first week of May due to State Testing. Any vacations count against the 7 excused absences permitted per semester/14 excused absences per year.

Tardies

A student arriving after 8:20 a.m., but before 10:00 a.m. without an acceptable excuse will be considered tardy. A tardy is considered an unexcused absence. Students who are tardy must sign in at the office.

SECTION VI – 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.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Discipline

The following punishments may be used at the Principal's discretion when student behavior warrants corrective action. The Principal has the authority to issue discipline consequences as he/she sees fit. Classroom discipline referrals are sent to the elementary office, and disciplinary action will be administered by the principal depending on the nature of the offenses. Written notification of all formal disciplinary infractions and punishments will be sent to the parent/guardian.

Removal from Class —The removal of a student from a class for an unspecified period of time and reassigned in school for individual supervision.

Verbal Warning/Reprimand—For minor disciplinary infractions, students may receive a verbal reprimand/warning in order to deter future behavior against the student code of conduct. Verbal reprimands will be documented and parents/guardians may not be notified of each verbal reprimand that their student receives.

Lunch Detention—Assigned to the office for the student's lunch period. Student will bring their lunch to the office and remain in the office until the lunch/recess period is over. After eating, student is expected to work on assignments or read. Teachers may assign lunch detentions, with written notification to the Principal.

Detention—Assigned to the office or other room from 7:30-8:15 a.m. or from 3:05-3:45 p.m. Students are required to work on school-related material during this time. Students will be given at least 24-hour's notice in order to arrange transportation. Teachers may assign detentions, with written notification to the Principal.

In-School Restriction—Student is assigned to a specific area for one or more days for disciplinary issues. The absence from class is excused; if homework is credited it is left to the discretion of the individual teacher. Misbehavior/being uncooperative during ISR will result in additional time or out of school suspension.

Community Service—Students may be assigned community service hours as a result of certain behaviors against the student code of conduct including (but not limited to) intentional acts that cause damage to school property and/or school grounds.

Saturday School—For disciplinary reasons, a student reports to school and is supervised by a school staff member on Saturday morning.

Emergency Removal—If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or Assistant Principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Policy 5611 – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

Out of School Suspension—The Superintendent or building Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current semester but not beyond the current school year. The guidelines listed below will be followed for all suspension, including those of in-school suspension.

Due Process:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. An attempt will be made to notify parent(s) or guardian(s) by telephone if a suspension is issued.
4. Within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Board Treasurer

- C. Student's school record (not for inclusion in the permanent record). Suspension may be appealed to the Superintendent of Schools.

The suspension may be appealed after the receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Because of a major behavior issue, the student may not come to school or attend any extra-curricular activities. The absence is unexcused, and the student will not receive credit for daily work but may turn in work and take tests upon his/her return to school, at the discretion of the teacher. Any missed work and tests must be taken care of the day the student returns from suspension.

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. The student shall be required to begin such a community service program or alternative consequence during the first full week day of summer break.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

Expulsion—Students who repeatedly violate school policy that results in subsequent suspensions out of school may be recommended for expulsion by the Principal to the Superintendent of schools. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student.

Due Process:

1. The superintendent must give the pupil and his parent or guardian written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or REPRESENTATIVE have an opportunity to appear on request before Superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
 - c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice is given.
 - d. The Superintendent may grant an extension of time; if granted, he must notify all parties of new time and place.
2. Within 24 hours of the expulsion notify the parent, guardian, or custodian of the pupil and treasurer of the board of the action to expel. The notice must include the reasons for the expulsion; and the right of pupil, parent or custodian to appeal to the board of education or its designee; the right to be represented at the appeal and to request the hearing be held in executive session. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the

Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion.

Student Discipline Code

Any student engaging in the types of conduct either specifically or generally like the kinds indicated in the following list is subject to disciplinary actions:

1. Damage or destruction to school property on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault including any unauthorized touching of another that could create fear, distress, or injury in or to that person on school premises.
4. Possession or use of dangerous weapons, or look-alike weapons.
5. Fighting.
6. Chronic misbehavior, which disrupts or interferes with any school activity.
7. Disregarding reasonable directions or commands by school authorities, including but not limited to school administrators, teachers, substitute teachers, janitors, cafeteria workers, coaches, secretaries, bus drivers, or educational aides.
8. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
9. Leaving school during school hours without permission of the proper school authority.
10. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
11. Demonstrations by individuals or groups causing disruption to the school environment.
12. Disrespect to a teacher or other school authority/staff member.
13. Refusal to serve a detention or other properly administered discipline.
14. Buying, selling, using, possessing or evidence of consumption of any counterfeit controlled substance (any substance that is made to look like a controlled substance or that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale).
15. Buying, selling, transferring, possessing, or evidence of consumption of any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health, or other reason for the use of such substance.
16. Possessing, using, or showing evidence of consumption of any alcoholic beverage or intoxicant of any kind.
17. Smoking, possession of tobacco, electronic cigarettes, personal vaporizers, or vaping liquid/e-liquids on school grounds or at a school activity.
18. Possession of drug, tobacco, and/or alcohol related paraphernalia. E-Cigarettes and personal vapes will be considered a tobacco product and will be treated as such under this Code of Conduct.
19. Turning in false fire, tornado, bomb, or disaster alarm. This will also be turned into local law enforcement personnel.
20. Placing signs and slogans on school property without the permission of the proper authorities.
21. Extortion of a student or school personnel.
22. Forgery on school-related documents.
23. Cursing or use of profanity.
24. Truancy.

25. Cheating, plagiarizing, or copying homework.
26. Hazing/Bullying
27. Physical, verbal and sexual harassment
28. Gambling.
29. Tardiness.
30. Improper or suggestive dress.
31. Engaging in sexual acts on school premises.
32. Publishing or displaying of obscene, pornographic or degrading materials or publications deemed inappropriate in a public-school setting.
33. Use of school-owned technology devices (whether at school or not) and/or the school network to search, view, access, send, receive, any obscene, pornographic, or degrading materials or publications deemed inappropriate in a school setting.
34. Use of indecent, obscene, or inappropriate language in oral or written form.
35. Indecent exposure.
36. Unauthorized fire/purposely setting fire.
37. Failing to abide by reasonable dress and appearance codes set forth in the student handbook or established by the administration or the board of education.
38. Failing to abide by rules and regulations set forth by administration for student parking.
39. Willfully aiding another person to violate school regulations.
40. Possession of any device, which has no educational purpose for the student and could cause harm to other students or the school (i.e. laser pointers, lighters, etc.).
41. Verbal or written threats regarding bodily injury or threat of death by any means.
42. Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of the location.
43. Any other activity by a student, which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on the school premises or while in the control or custody of the school district regardless of whether on or off the school premises or at a school related activity regardless of location.
44. Public displays of affection (PDA) – this includes kissing, hugging, touching, etc.
45. Insubordination.
46. Violation of classroom rules.
47. Stealing, attempting to steal or receiving stolen property.
48. Knowledge of dangerous weapons or threats of violence – students are required to report knowledge of dangerous weapons or threats of violence to the Principal.
49. Interference, disruption, or obstruction of the educational process – any actions that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so is unacceptable.
50. Violation of school bus/transportation policies.
51. Inappropriate use of the internet or any technology device

The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur at Continental Elementary. If a situation occurs which is not covered in the “Student Code of Conduct,” it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the elementary school.

Conduct at Basketball Games

1. Students must remain in their seats during the game.
2. Students should only go to the concession room/restrooms during halftime and in between games.
3. Students are not allowed under the bleachers for any reason at any time.
4. Students are not permitted to run at any time in the gym or in the concession area.
5. Students who leave the building will not be allowed back inside.
6. Remember that all rules followed in school apply to all extracurricular activities like basketball games. All teachers and administrators will enforce school rules at basketball games just as if school was in session
7. If you have been absent or missed a full day of school, you should not be at a ball game.

Dress Code

It is the policy of the Continental Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. While students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school, the appearance of any child is primarily the responsibility of the child and parent. When a student's appearance is considered improper, we will discuss the matter with the child and his/her parents.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following styles or manners of dress are prohibited:

- Anything that advertises or promotes the use of tobacco, alcohol, and /or other drug related substances.
- Anything containing language or pictures that are suggestive in nature or offensive.
- Spaghetti strap tops (No tank tops with shoulder straps less than 2 inches wide), ripped and/or torn clothing, see-through blouses, halter tops and shirts that do not cover the stomach
- Visible body piercings, other than ears, are not permitted.
- Coats, jackets, hats, hoods or sunglasses are not to be worn inside, except on spirit days.
- Shorts, skirts and dresses must be at least thumb length when students are standing with arms hanging loosely at their side.
- Open toed shoes such as sandals and "flip-flops" are prohibited for students.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals 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.

Search and Seizure

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District

property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items which have been confiscated.

SECTION VII – TRANSPORTATION

Bus riding is a privilege. This privilege can be taken away. The transportation schedule and routes are available by contacting the Superintendent at 419-596-3871.

Pupils are to ride their assigned bus. To ride another bus, a written note must be given to the child's teacher or office. One note will be sufficient when the student is going to religious instruction, girl/boy scouts, etc. for the entire school year. Please inform your child of bus changes before school starts each day. Bus passes will only be issued with a signed note from parent or guardian.

Those students who use school transportation shall have pickup/drop-off locations established the first day of school. However, once those locations are set at the start of school, they may not be changed periodically throughout the school year. Parents do have the ability to change this master schedule one time throughout the year, or as deemed necessary at the superintendent's discretion. This does not preclude parents from picking their children up at school if they so desire. This does mean that families will not be able to alter pickup/drop-off locations on a daily or weekly basis as this will no longer be permitted.

While on the bus, students are under the authority of and are directly accountable to the bus driver. Students must conduct themselves on the bus as they would in the classroom except that reasonable conversation is permissible. In the event of misbehavior, the driver is responsible for disciplining students. If a behavior continues or evolves that merits it, the driver will write a disciplinary referral to the elementary principal who will take the necessary action. Any video or recorded behavior that relates to bus or school discipline is only viewable by school administrators, bus drivers, and bus aides. Parents and/or students are not permitted to view any behavioral school related video.

Students are expected to arrive at their bus stop prior to the designated time. It is the parents' responsibility to inform the bus driver when their child will not be utilizing school transportation. Drivers will not wait for students who are not at their designated stops on time.

Prohibited Conduct on Bus

1. Insubordination and/or disrespect toward bus drivers or school personnel.
2. Swearing or profanity.
3. Unnecessary spitting.
4. Throwing objects on or out of the bus.
5. Use or possession of a water pistol, water balloons or other devices.
6. Fighting or threatening physical assault of a fellow student.
7. Eating or drinking on the bus.
8. Standing/changing seats while the bus is moving.
9. Tearing or cutting seat covers or damaging the bus. (Students will be charged for repairs.)
10. Students are subject to all school rules outlined in the Code of Conduct and the disciplinary action

Disciplinary Action for Offenses

- 1st Offense – warning depending on the severity of the offense
- 2nd Offense – Lunch Detention
- 3rd Offense - three days suspension from the bus
- 4th Offense – five days suspension from the bus
- 5th Offense – ten days suspension from the bus
- 6th Offense – expulsion from the bus

Students may also face suspension out of school for acts of misconduct on the bus that are addressed in the Code of Conduct.

If a student is suspended from the bus, alternate transportation to school must be provided by parents.