

Ayersville Elementary
Student and Parent Handbook
2023-2024



AYERSVILLE K-6 ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK
2023-2024 SCHOOL YEAR

This Ayersville Elementary handbook replaces all prior handbooks and other written material on the same subjects. This Ayersville Elementary handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Ayersville Local Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the Ayersville Local School reserves the right to make changes at any time without prior notice. Copies of current Ayersville Board policies and administrative guidelines are available on the Ayersville District's website.

NONDISCRIMINATION STATEMENT

The Ayersville Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Technology Director & Treasurer
28046 Watson Road
Defiance, OH 43512
419-395-1111

CONTACT INFORMATION

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| 28046 Watson Road Defiance, OH 43512 | Phone: 419-395-1111 Fax: 419-395-2566 |
| Check our website (www.ayersville.org) for lunch account information, academic grades, and teacher website info. | |
| Elementary Principal: Mrs. Nancy Miller - Ext. 301 nmiller@ayersvillepilots.org | K-6 School Secretary: Mrs. Eileen Ramus - Ext. 300 eramus@ayersvillepilots.org |
| Athletic Director/Dean of Students: Mr. Rafael Manriquez - Ext. 201 rmanriquez@ayersvillepilots.org | Technology Director: Mr. Phil Liebrecht - Ext. 503 pliebrecht@ayersvillepilots.org |
| Athletic Director & Transportation Secretary: Mrs. Sarah Stecher - Ext. 200 sstecher@ayersvillepilots.org | Maintenance/Transportation: Mr. Mark Giesige - Ext. 604 mgiesige@ayersvillepilots.org |
| School Counselor/Connections Teacher: Mr. Austin Fritz - Ext. 202 afritz@ayersvillepilots.org | Cafeteria Supervisor: Mr. Brad Bailey - Ext. 502 bbailey@ayersvillepilots.org |
| School Health Care Aide: Mrs. LuAnn Froelich - Ext. 105 lfroelich@ayersvillepilots.org | Special Services Personnel: Mrs. Sarah Chafins (Occupational Therapist) Mrs. Mary Rose (Physical Therapist) |
| Superintendent: Mrs. Beth Hench - Ext. 401 bhench@ayersvillepilots.org | Superintendent Secretary: Mrs. Amber Flory - Ext. 400 aflory@ayersvillepilots.org |
| Treasurer: Mrs. Abby Sharp - Ext. 403 asharp@ayersvillepilots.org | Board of Education Members: Mr. Kyle Brown, Mr. Joe Ewers, Mr. Dan Frederick, Mr. Matt Hanenkrath, and Mrs. Erica McGuire |

ARRIVAL/DISMISSAL PROCEDURES

As a general rule, students should not be dropped off at the school before 7:30 a.m. K – 6 students entering the school between 7:30-7:40 a.m. will locate themselves in the commons. When dropping off your students, please use the car line closest to the curb in the front parking lot. Buses will unload on the south side of the building beginning at 7:38 a.m. No parents should enter the south entrance for the purpose of dropping off students. This is a safety issue and will be strictly enforced. If you need to enter the building, park in the front parking lot and come to the elementary office.

Breakfast will be served in the commons beginning at 7:30 a.m. each morning.

The actual school day begins with the 7:55 a.m. bell. Students are expected to have finished their breakfast, cleaned their areas, and be in their classrooms prior to this bell. Announcements, attendance, and homeroom routines begin shortly after the 7:55 a.m. bell.

DISMISSAL

Parents must secure a car rider number to display in their automobile for afternoon dismissal. Two tags per household will be given at the beginning of the school year in your Orientation Packet. If you lose or misplace your car rider tag, you will need to come to the elementary office to purchase another one. The fee to replace your tag will be \$2.

Dismissal of K – 2 students will begin at 2:58 p.m. and grades 3-6 students at 3:00 p.m. At dismissal, car riders will walk to the commons, sit in their designated area, and wait to be picked up at the north (elementary) entrance. A staff member will then call out vehicle numbers and will guide your child to the correct car.

When entering the car line, please merge and be respectful. You must have the car rider tag displayed in your front window as soon as you enter the line. If a car rider tag is not present, you will need a picture ID to pick up your child in the elementary office. Your child will be brought to the office after the entire car line is finished.

For their safety, students in grades K-4 will not be permitted to cross lanes of traffic to get to cars without an older sibling and/or adult. All crossings will occur at the crosswalk.

Students that ride the buses to and from school will enter and leave the building at the south (glass) entrance. Elementary students who are riding home with high school student drivers should meet in the commons.

Please send a note with your student each day that he/she is doing something different than usual at dismissal. This should include the date and a description of the change in routine. A written request should be turned into the office for a bus slip any time your child is to go to a home other than his/her own (even if on the same bus). This note should include ~~whose~~ name, house address, and bus number of the new location if possible. Students staying after school for all activities (i.e., cheerleading and basketball) will also need a parent note giving permission. **AFTER 2:00 PM, NO CHANGES WILL BE MADE TO YOUR STUDENT'S EXPECTED DISMISSAL ROUTINE FOR THAT DAY.**

ATTENDANCE POLICIES AND PROCEDURES

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the Ayersville Local School District will partner with students and their families to identify and reduce barriers to regular school attendance. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Even an excused absence results in the loss of important instructional time for students. Ohio law requires schools to track and report time missed due to absence, tardiness, or early dismissal to at least the nearest hour (one day equals six and one-half hours). Absences from the Ayersville Local Schools are of two types: excused and unexcused.

EXCUSED ABSENCE

An excused absence from school may be approved on the basis of one or more of the following conditions:

1. Illness of the child - A written statement from the physician may be required if it is deemed appropriate.
2. Illness in the family - A written statement from a physician and an explanation as to why the child's absence was necessary may be required.
3. Quarantine of the home - The absence is limited to the length of quarantine as determined by the proper health officials.
4. Death of a relative - The absence arising from this condition is limited to a period of three days (19.5 hours) unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Medical or dental appointment - A written statement from the physician or dentist may be required.

6. Observance of religious holidays - Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school. Pursuant to division (C) of section 3321.04 of the Revised Code.
8. Family Vacation – Parents should inform the principal in writing at least one week in advance of the planned absence for vacation. These hours may be counted as an excused absence and will appear as hours of absence on the student's attendance record.
9. Hunting – A maximum of one day (6.5 hours) may be recognized as an excused absence. Parents must inform the principal in writing, including proof of current hunting license, at least one week in advance of the planned absence for hunting.

ABSENCE FROM SCHOOL

When a student is absent from school, the following procedure shall be followed:

1. On the morning of a student absence, parents or guardians must notify the school office by 9:00 a.m. unless previous notification has been given in accordance with school procedures for excused absences. If an absence is due to an illness, parents may be asked to provide information about the illness as required by state law.
2. For purposes of determining perfect attendance, the students must be in attendance for the entire instructional day.
3. Students may be given an excused absence only if a valid note or phone call from their parents is received. A note will not be needed if a parent has called the school. A parent note or doctor/legal note must be submitted to the school office no more than 2 days after the last day of absence.
4. Participation in extracurricular activities is not allowed on a day a student is absent all day or during any part of the afternoon due to illness. A student must be in school no later than 11:30 a.m. until the end of the school day to participate that day in any co-curricular or extracurricular activities. Students who miss school on a Friday because of illness, need to be cleared by the principal/director/coach for Saturday/Sunday participation provided the student recovers and is healthy enough to participate. The only exception to this requirement will be a pre-arranged afternoon absence approved by the principal/designee in advance of the absence.

TARDY TO SCHOOL

Any student arriving after the tardy bell rings to start the school day shall report to the school office to be issued a tardy slip to be admitted to class. Students arriving after the tardy bell rings are considered absent and subject to all absence requirements. Building principals may establish guidelines for disciplinary consequences as a result of tardiness to school. When entering or leaving during the school day, students must sign in or out at the school office.

Tardiness to class will be regulated by classroom teacher rules and consequences administered accordingly. Repeated tardiness may result in the assignment of school detentions by teachers.

APPOINTMENTS

The school is aware that it is necessary on occasion for students to be taken out of school for medical/legal appointments, etc. Parents shall inform the school in advance when such occasions arise. Parents must report to the appropriate office to sign the student out of school. If your student returns to school, he/she must be signed in at the office.

EARLY DISMISSAL

1. If a student becomes ill during the school day and wishes to go home, the student must be properly excused by the nurse and/or office. Parents will be contacted and arrangements will be made for the student to leave school. This time may require a medical excuse, and this time will be considered absent from school and appear on the student's attendance record.
2. Students who wish to leave for any reason other than illness must present a written excuse to the principal or ~~her~~ designee before school starts with time and location of appointment. The principal will determine if this time is excused or unexcused. This time may require a medical excuse, and this time will be considered absent from school and appear on the student's attendance record.
3. When entering or leaving during the school day, students must sign in or out at the school office. This is to be done after ~~you have~~ secured permission from the principal or designee. Students who do not sign in upon returning to school will be counted absent from the time they leave school until the end of the school day.

HOMEWORK/ MAKE-UP WORK WHEN ABSENT

Students who are absent from school may be required to make up work missed in each class. It is the student's responsibility to arrange for make-up work. The number of days absent will be equivalent to the number of days allowed to make up the work. Building principals may establish guidelines regarding makeup work for excused and unexcused absences. When requesting homework for an absent student, please contact the school office in the morning to allow the teacher time to get it ready. Late afternoon requests are difficult to honor.

Students assigned to In-School Restriction will have the opportunity to do their work during the In-School Restriction time. Students are not eligible to receive the number of days to make up work after serving In-School Restriction.

Any student that is assigned an Out-of-School Suspension may be required to make up any work or tests missed. This make-up work may receive full credit. Students must have the work completed upon their return to school from their suspension. It is the student's responsibility to arrange for access to assignments whether in digital format or in hard copy format.

Any student that is unexcused from school may receive zeros in missed work for the periods that they are unexcused. Building principals may establish guidelines regarding makeup work for excused and unexcused absences.

When requesting homework for an absent student, please contact the school office in the morning to allow the teacher time to get it ready. Late afternoon requests are difficult to honor.

PRE-ARRANGED ABSENCE FORM

Students are expected to complete the Pre-Arranged Absence Form for absences such as family vacation, funerals, attendance at state tournaments, etc.

The student agrees to meet with teachers before or after school, to discuss making up missed work prior to the pre-approved absence.

ABSENCE DEFINITIONS OF OHIO LAW

ABSENCE HOURS

No more than 65 hours of parent verified absence, including tardy to school, may be permitted during any school year. Absences beyond 65 parent verified hours may be recorded as unexcused unless proper medical or legal documentation is provided. Proper medical or legal documentation shall contain the following:

1. Student's name
2. Time in and out of the doctor's office
3. An indication as to whether the student can return to school following the appointment or how many days the student will be out of school
4. Must be signed by the doctor
5. Must be written on the doctor's office stationery

Any exception to this rule must be approved by the principal's office prior to the absence.

EXCESSIVE ABSENCE

When a student is absent from school with or without legitimate excuse for:

1. 38 or more hours in one school month
2. 65 or more hours in one school year

Once a student has met the definition of excessive absence, the parent or guardian will be notified of the child's excessive absences. In addition, appropriate intervention strategies and/or referral to community resources may be implemented.

HABITUAL TRUANCY

A student will be considered habitually truant if the student is absent from school without a legitimate excuse for:

1. 30 or more consecutive hours
2. 42 or more hours in one school month
3. 72 or more hours in one school year

Once a student has met the definition of habitual truancy, the student may be assigned to an absence intervention team, consisting of a team of district representatives and the parent(s) or guardian. The absence intervention team will develop the student's absence intervention plan. Absence intervention plans incorporate academic and non-academic support to help the student and remove barriers to regular attendance. If the student does not make progress on the plan or continues to be excessively absent, the district may file a complaint in the juvenile court.

SCHOOL PROCEDURES

SCHOOL COMMUNICATION

Periodically the school will need to communicate with families. The school may share information through newsletters, announcements, social media, Ayersville Local Schools app, or on our school website. Parents are encouraged to sign up for the Ayersville Local Schools app by downloading the app from the app store.

ANNOUNCEMENTS

Daily announcements may be made via P.A. Anyone wishing to have an announcement shared must make a request to be approved by the principal or designee. The advisor or teacher shall email the secretary, school principal, or designee announcements needed to go out to the students and website.

DELAY/CLOSING OF SCHOOL

Delay of school and closing, etc. will be made over Defiance radio stations WONW 1280, iHeart Radio: WDFM 98.1, WZOM 105.7; WNDH 103.1 in Napoleon, and WBCL 90.3. The information will be on TV - Channels 11, 13 and 24 (Toledo). Parents can sign up for text, email, or call notification through Ayersville Local Schools App for delays and cancellations, or can find information on our social media or posted on our school website: www.ayersville.org.

CAFETERIA

Students may purchase a regular breakfast prior to the start of school. Breakfast needs to be eaten before the start of school. Students need to be in their class before the tardy bell rings or they will be counted tardy. Lunches for students are available every day. Students who bring their lunch from home may purchase a drink from the cafeteria. Students in grades 3-6 may purchase "EXTRAS" after their lunch is consumed.

Our cafeteria uses a debit system. You will be set up with a family cafeteria account. Your student's ID number will be used in the cafeteria to deposit and deduct money from the lunch account. You are able to deposit any amount in this account using cash, check, or card. The deposits should be in an envelope with both the student's name, amount being deposited, and account number on the front. Credit card deposits can be made using RevTrack on the Ayersville Schools webpage through your student's cafeteria account. Parents/guardians need to keep their student's lunch account with a positive balance.

Ayersville Local Schools participate in the Federal Lunch Program. Students may obtain applications in the office. Determination as to free or reduced eligibility will be based on the federal guidelines. Students on free/reduced lunches may also receive a free/reduced breakfast prior to the start of school.

ALL FOOD MUST BE EATEN IN THE COMMONS. NO PURCHASED FOOD IS TO BE TAKEN FROM THE COMMONS.

FERPA AND DIRECTORY INFORMATION

Ayersville Local Schools follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of “directory information”. Ayersville will make the information listed below as directory information available upon legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that he/she will not permit distribution of the information. Under Ohio law directory information includes the following: student name, address, telephone listing, date and place of birth, dates of attendance, date of graduation, major field of study, awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

MEDICAL FORMS - EMERGENCY

Each student must have on file an Emergency Medical Form in the school office. This form is used when an accident occurs and we need to get the student immediate medical care. A copy of the form is also transported with groups going on field trips.

CHANGE OF ADDRESS OR PHONE NUMBER

There are many times when it is necessary for the school to get in touch with your home. In order to do this we must know your correct address and phone number. It is to your advantage to have your correct address/phone number on file in the office and to notify the office of any changes. Parents can also access change of address and phone number through the parent portal in PowerSchool.

WITHDRAWALS OR TRANSFERS

Any student moving to another district must notify the office as soon as such withdrawal or transfer is known. Any school property should be returned and all debts paid.

SCHOOL INSURANCE

Optional student accident insurance is available to all students. You may secure an application from the office.

VISITORS

Ayersville Schools welcome adult visitors but asks they do the following:

1. All visitors MUST check in at the principal's office immediately upon entering the building. Visitors must wear visitor badges the duration of the visit.
2. Alumni are encouraged to meet former teachers during conference periods provided arrangements have been made ahead of time.
3. No visitors may enter a room while class is in session.
4. Permission will not be granted to have a visitor come to school during lunch or attend classes as a guest of a student.
5. No students from surrounding schools will be permitted to visit without office approval.

MEDICAL INFORMATION

HEALTH CARE AIDE

A health care aide will be available, and will be housed in the Clinic found adjacent to the AD/Dean of Students office. The health care aide will be responsible for conducting mandated health screenings in addition to dispensing medications. The health care aide is trained to make decisions as to whether a student should stay at school or go home if not feeling well. Please consult with our school health care aide or secretary prior to picking up your child. Faculty and staff can refer students to the health care aide for all emergency and nonemergency situations.

MEDICAL FORMS - EMERGENCY

Each student must have on file an Emergency Medical Form in the school office. This form is used when an accident occurs and we need to get the student immediate medical care. A copy of the form is also transported with groups going on field trips.

IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE

All parents must provide proof that their child has received the following immunizations prior to the student's enrollment in the Ayersville Local School District. Students cannot come to school after the 14th day of the beginning of the school year if they do not have/have not started immunizations or a valid exemption form on file (ORC 3313.671).

- Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
- Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required.
- Two (2) MMR (Measles, mumps, and rubella) immunizations. Two doses are required before a student enters kindergarten. (Dose 1 must be administered on or after the first birthday and the second dose must be given at least 28 days after the first dose.)
- Three (3) Hepatitis B immunizations.
- Two (2) doses of varicella (chickenpox) vaccine must be administered-prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.



Ohio Immunization Summary for School Attendance

| VACCINES | FALL 2022 Immunizations for School Attendance |
|--|---|
| DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis | <p>K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given <i>before the fourth birthday</i>, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.*</p> <p>Grades 1-12 Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3.</p> <p>Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** All students in grades 8-12 must have one documented Tdap dose.</p> |
| POLIO | <p>K-12 Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3. If a combination of OPV and IPV was received, four doses of either vaccine are required.</p> |
| MMR Measles, Mumps, Rubella | <p>K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p> |
| HEP B Hepatitis B | <p>K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p> |
| VARICELLA (Chickenpox) | <p>K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> |
| MCV4 Meningococcal | <p>Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine <u>must be administered prior to seventh grade entry.</u> All students grades 8-11 must have one documented dose of MCV4.</p> <p>Grade 12 Two doses of MCV4 by age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****</p> |

NOTES:

- * Vaccine should be administered according to the most recent version of the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- ** Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the [Ohio Revised Code 3313.67](#) and [3313.671](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-tetanus containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

MEDIC

Last updated 12/01/2021.

School personnel will provide no medication and/or medical procedures unless compliance with Sections 1, 2, and 3 (listed below) is completed. No medicine, either prescribed or non-prescriptive, will be kept or given out by school personnel without the procedures in Sections 1, 2, and 3 (below) completed and the proper form on file with the nurse.

Section 1: Over-the-Counter Medication

Non-prescriptive medications do not need documentation from a doctor. However, a parent/guardian must complete and submit the Form 5330 F1B *Authorization for Administration for Over-the-Counter Medicine at School*. The medication needs to be in its original container.

The medication must:

- Contain Student's name, birth date, school, and grade
- How often it is to be administered
- Dosage
- Be in its original container

Section 2: Prescription Medication.

Prescription medications need documentation from a doctor. A parent/guardian must complete and submit the Form 5330 F1 *Licensed Prescriber Statement*. The medication needs to be in its original container.

1. A written and signed physician's request form identifying:
 - a. The student's name, birth date, school, and grade
 - b. The medication and dosage or procedure required
 - c. The time required
 - d. Possible reaction which should be reported to the physician
 - e. Special instructions including storage and sterile requirements
 - f. Date when medication or procedure no longer needed
 - g. Physician's name, address, and phone number
2. The form 5330F1 *Licensed Prescriber Statement* is to be completed, ~~and~~ signed, and/or updated by the student's parents/guardians authorizing school personnel to administer the medication or procedure as instructed by the physician and agreeing:
 - a. To deliver the medication to the school in the container in which it was given out by the prescribing physician or licensed pharmacist
 - b. To notify the school if they change physicians
 - c. To notify the school if the medication, the dosage, or the procedure is changed or is to be eliminated
3. A section on the form to be completed and signed by the school principal, and each person authorized by the health care aide to administer the medication or procedure.

Section 3: Possession of Emergency Medication.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, epipens, or other emergency medication(s), 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 Inhaler/Other Emergency Medication. Only medications approved by the health care aide as “emergency medications” are allowable for students to keep possession of. All other medications are to be kept in the clinic with the health care aide.

EMERGENCY PROCEDURES

EMERGENCY EVACUATION DRILLS

All schools are required by Ohio State School Law Codes to hold regular evacuation drills. So that the building may be evacuated quickly and orderly, each student will be acquainted with the classroom’s evacuation plan. These plans are posted in every room in the building. Each teacher will explain the correct procedure to follow during the evacuation drill.

EMERGENCY PROCEDURES

In the event of an actual emergency, staff and students will follow the plan and procedures as outlined in the Emergency Operations Plan.

During an emergency, information may be shared with parents and guardians through Apptegy (school website, text messages, push notifications, social media alerts, email, and/or voice messages) to inform them about what is known to have happened and how to proceed. Local news outlets will be utilized as appropriate.

ACADEMICS

CLASS SCHEDULE

Our school day, for 5-6th grades, will consist of seven (7) periods, a lunch period, and a Homeroom. There will be three (3) minutes to get from one class to another. The daily homeroom period will provide enrichment and support to the educational process.

BELL SCHEDULE

| <u>Regular Schedule</u> | | <u>2 Hour Delay Schedule</u> | |
|--------------------------------|------------------------------|-------------------------------------|------------------------------|
| PIE | 7:55-8:22 | | |
| Period 1 | 8:25-9:18 | Period 1 | 9:55-10:36 |
| Period 2 | 9:21-10:09 | Period 2 | 10:39-11:15 |
| Period 3 | 10:12-11:00 | Period 3 | 11:18-11:54 |
| Period 4 | 11:03-11:51 | Period 4 (7/8 Lunch) | 11:57-12:33 (11:57-12:27) |
| Period 5 (7/8 Lunch) | 11:54-12:42 (11:54-12:27) | Lunch (7/8 Period 4) | 12:35-1:05 (12:30-1:06) |
| Lunch (7/8 Period 5) | 12:45-1:18 (12:30-1:18) | Period 5 | 1:09-1:45 |
| Period 6 | 1:21-2:09 | Period 6 | 1:48-2:23 |
| Period 7 | 2:12-3:01 | Period 7 | 2:26-3:01 |

GRADING SCALE

Below is the grading scale used in the elementary.

A = 100-94 B+ = 89-87 C+ = 79-77 D+ = 69-67 F = 59-0

A- = 93-90 B = 86-84 C = 76-74 D = 66-64

B- = 83-80 C- = 73-70 D- = 63-60

INTERIM REPORTS/REPORT CARDS

The State Department of Education requires "Each school shall issue, at stated intervals, to parents or legal guardians, a progress report for every pupil." As part of this requirement, Interim Progress Reports will be sent home with K-4 students approximately four weeks prior to the end of the nine-week grading period. Grades 5 and 6 can access their Interim Progress Reports electronically; a hard copy will not be sent home. Formal report cards are sent home with students following the end of the nine-week grading period in grades K-4. Grade 5 and 6 students receiving a D or F will have report cards mailed home. All report cards will be in electronic form on the school website.

PROMOTION – FAILURE

At the completion of each school year, a student will be in one of three categories:

1. A student who successfully completes all schoolwork during the school year and demonstrates the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade will be promoted.
2. A student who does not successfully complete school work and retention would no longer benefit the student may be assigned to the next grade level.
3. A student who does not successfully complete schoolwork and/or does not demonstrate the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade may be retained and will repeat the total year's schoolwork in the same grade.

SCHOOL TESTING

Students will participate in local and state assessments while at Ayersville Local Schools. Students may be tested by grade level.

Testing by grade level:

Kindergarten - Fall - state readiness assessment (KRA)

2nd grade - Spring - CogAT in the winter/spring for gifted identification purposes

3rd grade - Fall Third Grade Reading Guarantee

Spring - Ohio's State Tests in ELA and Mathematics

4th grade - Spring - Ohio's State Tests in ELA and Mathematics

5th grade - Spring - Ohio's State Tests in ELA, Science, and Mathematics

6th grade - Spring - Ohio's State Tests in ELA and Mathematics and CogAT in the winter/spring for gifted identification purposes

EDUCATIONAL OPPORTUNITIES

GUIDANCE/INSTRUCTIONAL SERVICES DEPARTMENT

Guidance services are available for all students. The purpose of the program is to help each student reach his/her highest development through an understanding of his or her personality, interests, abilities, and limitations. Teachers may assist the student in solving their problems. This is also part of the guidance program. Tests are administered through the guidance/instructional services department in order to gain a better understanding of the student's mental ability, aptitude, and achievement potential.

Guidance services are available for each student at Ayersville. The counselors are interested in helping you in any way they can. Feel free to use the counselors and the services of the Guidance Department at any time a need arises. The guidance counselors will help you in the following areas:

1. Personal Problems
2. Schedule Planning
3. Testing: aptitudes, mental ability, achievement, interests, and scholarship

Ayersville Local Schools is happy to partner with the RFS Charitable Foundation's T.A.C.K.L.E. program. T.A.C.K.L.E. is a program offered at school that provides additional real time support to students while in the building, in addition to addressing issues as they may arise with peers and families. Support is available to your child for a variety of reasons including emotional issues, behavioral issues, and/or other barriers to education.

The IMPACT Program:

IMPACT stands for "Instilling Mindsets, Promoting Academics, Celebrating Talents". The program is designed to encourage our students to behave in proper and responsible ways through the use of the 7 Mindsets. The 7 Mindsets include: We Are Connected, Attitude of Gratitude, 100% Accountable, Everything Is Possible, Passion First, Time Is Now, and Live To Give. Each student will receive a copy of the program pamphlet at the beginning of the school year. Students and parents are asked to read and be aware of the guidelines associated with the program. Data will be tracked through the IMPACT Program and will serve as the building Positive Behavioral Intervention and Supports (PBIS) framework.

Mindset Monday:

Thirty minutes of every Monday is spent focusing on social-emotional learning in grades K-6. Ayersville utilizes the curriculum of the 7 Mindsets during this time.

Teachers use the curriculum to have conversations with students surrounding the Mindset characteristics in order to improve their social-emotional wellbeing.

PIE Time:

Pilot Intervention and Enrichment Time is a 30 minute timeframe set aside every day to focus on student's specific areas of deficiency in reading. Student data is used to determine the skills students may be struggling with and instruction is dedicated to strengthening those skills. Students that do not display an immediate need for reading intervention work with various staff to enrich their skills. Students move fluently in and out of PIE groups based on analysis of data.

Title 1:

Ayersville Elementary is considered a Targeted Assistance Title 1 Program. Our Title 1 program uses federal funds to provide services to selected students who have the greatest need for educational assistance in the area of reading. Our Title 1 teachers work with small groups of eligible students within the classroom or in a pull-out situation. The teacher uses effective scientifically research-based instructional methods and strategies that strengthen the core academic program of the school and align with general classroom instruction/curriculum.

SPECIAL SERVICES

Ayersville Elementary School shares the services of a speech and hearing therapist, physical therapist, and school psychologist with other local school districts. The school counselor, classroom teacher, principal, or parents can make recommendations for referral.

FIELD TRIPS

Throughout the school year, students enrolled at Ayersville Elementary School have the opportunity to participate in field trips. Students attending must meet the following criteria:

1. School fees should be paid in full (a day prior to the field trip), including no more than a negative \$5.00 balance with the cafeteria, or must be on an approved payment plan with the office.
2. Passing grades in ALL classes at the time of the field trip, or with permission from the principal if failing a course.
3. Unexcused absences during the respective quarter may result in the denial of participation on the field trip.
4. No suspensions throughout the year.

5. Final decisions regarding field trips will be made by the Principal.

MEDIA CENTER

The mission of the school media center is to assist in providing quality education for every child and to encourage lifelong literacy and learning through reading. Our goals are for students to foster a love of reading and become proficient users of the library's sources. Our media center is a place that supports the school's curriculum and assists members of the learning community in becoming effective users of print and electronic resources.

Students in grades K-6 visit the media center weekly to select books. K - 2 books are checked out for a week at a time. Grades 3-6 books are checked out for two weeks. Students can renew items by bringing them into the media center.

Overdue notices are sent home periodically. There are no fines for overdue books. However, we will send home a notice for book replacement if the book is more than 30 days overdue.

The replacement cost of the book will be sent home if the school receives notice that the book is lost or damaged. Payment for a lost book is reimbursed or credited to the student's cafeteria account should the book be found and returned in good condition.

STUDY HALL

The primary objective of a study hall is to offer students an opportunity to prepare their lessons or study in an atmosphere conducive to learning. Ayersville Local Schools offers each student an opportunity for self-expression and social activities. Therefore, it is self-defeating to offer the study hall as an extension of social or personal activities. Students are required to be busy with at least six periods of class work everyday. Students may not have more than one study hall per day.

SMALL GROUP ROOM GUIDELINES

We want to utilize these rooms as an educational resource room for retaking quizzes/tests and a quiet area for students.

1. The small group room is NOT a classroom.
2. Teachers need to fill out a pass when students are working in the small group room.
3. Students that are retaking quizzes/tests/missed work have first access to the small group rooms. There should be no distractions. Students that are not studying must report back to their classroom.
4. The code of conduct applies in these rooms, which includes no use of cell phones.

ASSEMBLIES

Periodically, Ayersville Schools will host assemblies that support the educational missions of the district. Students will show respect and courtesy in each assembly. All students will attend assemblies unless specifically excused by the principal. Students may be assigned seats during assemblies.

Cell phones should be turned off and placed away, so it does not distract the assembly. Students using their cell phones will face consequences.

SCHOOL PARTIES

The elementary school curriculum regularly includes emphasis upon the current season, holidays, or events. You may be asked to help with a party or share refreshments at one of these occasions. Please keep in mind that because of nut allergies, all food items shared with a class must be store bought with a visible ingredients label.

INVITATIONS TO PARTIES

We ask that you **do not** send invitations for a party to school to be passed out unless you are inviting the entire class.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Our school encourages students to attend as many after school events as possible. Enthusiastic spectators help to build school spirit and encourage students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is mandatory that a parent, guardian, or adult chaperone accompany students when they attend an event.

SCHOOL PROPERTY

The buildings and equipment made available to students are the property of the Ayersville Local Schools Board of Education. Everyone is expected to cooperate in helping to keep the building and equipment clean and in good condition.

TEXTBOOKS

The books students use in subjects are furnished by the Board of Education. They should be handled carefully and returned in good shape, without marks on the pages. When the teacher assigns a book, write your name in ink on the blank provided and note the number of the book for identification in case of loss.

Students are expected to pay for textbook damage. If the book is lost, permanently marred, or otherwise unnecessarily damaged, the student is held monetarily responsible. It is the student's responsibility to report loss or theft immediately to the office. Take good care of all books, whether they be school property, media center property or personal property.

LOCKER POLICY

A locker is assigned to each student. If a student puts his or her own lock on a locker, the combination/key should be shared with the office in the event you forget the combo or lose a key.

The following are suggestions:

1. Each student should take books with them for all morning classes at one time to avoid hall congestion between classes.
2. Always use your own locker.
3. Never leave locker doors ajar.
4. Keep your locker clean.
5. Avoid slamming your locker door.
6. Money or valuables should not be kept in hall lockers.
7. Lockers may be decorated by special permission for special occasions. The office must approve all locker decorations. The use of tape on the lockers is prohibited. Also, tape or glue may not be used on the inside of the lockers.

****Lockers are the property of the school and may be searched by the administration at any time, according to BOE policy.****

LOST AND FOUND

Students who find an article that has been lost should turn it into the office - unless you can readily find the owner. When you lose an article, check for it in the Lost and Found area located in the elementary hallway. Please be prompt in claiming lost articles. Lost articles will be held for a period of time, at the end of which the articles will be donated.

GUM/CANDY

Gum chewing or candy is not allowed unless permitted by teachers.

STUDENT CODE OF CONDUCT:

Public schools have the responsibility to prepare students for reliable adult citizenship and to help them develop an appreciation for and an understanding of our representative form of government. In this regard our school provides the kinds of experiences expected to enable students to acquire desired citizenship qualities. At the same time, the school administration has an obligation to create a favorable setting in which the differing view of students, faculty, school board members, parents, and community representatives can be presented in such a way as to assure optimum learning for others. Students and parents must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority of school officials is necessary.

It shall be the policy of the Ayersville Local School District to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and favorable atmosphere for learning. Students on school grounds, in the line of sight from school property, or in places under school jurisdiction are required to abide by the rules, which are established to achieve these objectives. Students attending Four County are expected to abide by these rules of conduct while under the authority of Ayersville Local School District.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

1. Denial of Privileges
2. Writing assignments
3. Change of seating or location
4. Detention
5. In-School Restriction (ISR)

It is not always possible to make contact with a parent regarding the assignment of a detention. It is expected that students will communicate with their parents on these matters. Parents may call the school at any time to inquire about their child's discipline record or issues.

DETENTIONS

- A student may be required to stay after school or asked to come to school early by a teacher, after giving the student and his/her parents a minimum one-days' notice. Transportation is not provided for students in PM detention. Detentions may be held in the afternoon from 3:05 p.m. to 4:00 p.m.
- Students in detention must do one of the following: read, study, perform school-related writing tasks, or complete missing coursework.

- Any disturbance or abuse reported by the supervisor will mean the student will not receive credit for the detention and other disciplinary action may be taken.
- It is the student's responsibility to keep track of their own detentions. Excuses such as "forgetting" or "I have no way home" are not acceptable.
- Refusing to serve a detention (given either by the office or a teacher) is considered a very serious offense and will result in further disciplinary action.
- Failure to serve a detention will result in further discipline.

IN-SCHOOL RESTRICTION

Students may be assigned to serve In-School Restriction (ISR) in lieu of being suspended out of school. Students who receive ISR must arrive at the high school office no later than 7:55 a.m. The student may not be anywhere else in the building unless accompanied by school staff. Students in ISR will be expected to complete all work missed in regular classes. ISR students will be counted present for attendance.

The following rules shall apply to In-School Restriction:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No computers or laptops unless approved by the principal. All work completed will be hard copies.
6. No radios, electronic devices for playing games (including cell phones and graphic calculators, calculators may ONLY be used for school work), cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages shall be consumed. Only exception is at lunchtime.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

The Superintendent, at his/her discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

Suspension, expulsion, and permanent exclusion may be appealed.

OUT OF SCHOOL SUSPENSION

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

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

1. Superintendent
2. Board Treasurer
3. Student's school record (not for inclusion in the permanent record)

EXPULSION/PERMANENT EXCLUSION

Sections 3313.66, .661 and .662 of O.R.C. have been expanded to incorporate changes for Ohio's exclusion law. A student may be permanently excluded from attending any Ohio Public School for certain very serious offenses.

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.

Teacher's Authority

Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

Due Process In Disciplinary Procedure

1. **SUSPENSION AND EXPULSION:** In accordance with Ohio law, Section 3313.66 O.R.C., the superintendent, the principal or the assistant principal of a school may suspend a pupil from school for not more than ten days. In addition, the superintendent may expel a student from school for eighty days. Suspensions or expulsions may extend from one school year to the next.
2. **PERMANENT EXCLUSION:** Sections 3313.66, .661 and .662 of O.R.C. have been expanded to incorporate changes for Ohio's exclusion law. A student may be permanently excluded from attending any Ohio Public School for certain very serious offenses.
3. **DUE PROCESS:** Due process in the context of quasi-judicial administrative proceedings, carried out by the school authorities, does not mean that procedures used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in school-related disciplinary actions. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities.

According to Ohio law, Section 3313.66 O.R.C., a student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator.

STUDENT DISCIPLINE CODE

It is the intent of Ayersville Local School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules of order for the people it serves.

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a long period of time. It is in the interest of the health, safety and welfare of all that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. Ayersville Local School operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, and perhaps eliminate undesirable student behavior.

Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, community service, suspension, expulsion or permanent exclusion from school, pursuant to Ohio Revised Code, Section 3313.66. Furthermore, it should be noted that the consequences of the violation of these rules may result in not only school-related discipline, but also in criminal and/or civil actions or community service.

Rules And Regulations

The following rules, regulations, and procedures are based upon official policy of the Ayersville Local School Board of Education. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; job stations where units of credit are given towards graduation. A student found to be in violation of any of these rules, or a portion thereof, may be subject to disciplinary action. This action shall consist of either a disciplinary notice, suspension for a set number of days, or expulsion or permanent exclusion.

In addition to or in lieu of the above-mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, and revocation of the privilege of participation in school activities.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with Ayersville Local School Board Policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook. **Note: Any step found in the student code of conduct may be waived by the administration.**

1. **Disruption Of School:** A student shall not by use of violence, force, coercion, threat (actual or implied) cause material disruption or obstruction to the classroom, school, or educational process. This shall cover all school and related activities. A student shall not, for purposes of attracting attention, threaten the authority of any school personnel or refuse to follow a reasonable directive. A student who counsels another student to riot, disrupt, fight, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school may be subject to disciplinary action. No student shall bring any item to school for the purpose of disrupting

the educational process. This rule shall extend to a student's behavior on the bus and while under the jurisdiction of the school. Any loud or insubordinate behavior shall be construed as disruptive.

2. **Damage Of School/Private Property:** A student shall not cause or attempt damage to the school building, property, or any equipment owned by the school or board of education. This rule shall be in effect during school and after school hours. Any writing of graffiti, any damage to the school bus, tampering with plumbing, etc. shall also be construed as damage of school property. The purposeful damage of school textbooks and any classroom equipment shall also be considered damage to school property. A student shall not misuse or utilize private property in such a manner as to cause damage to the private property or effects of any individual either during a school activity function, or event off school grounds or on school grounds. Private property shall include a student's clothing, school purchased equipment, personal property such as tennis racket, calculator or anything privately owned by a person. A car shall be considered private property and will be covered by the rule. This also includes all property/files associated with digital communicating.
3. **Theft:** The theft of public or private property while under the jurisdiction of school is prohibited. A student shall not steal, attempt to steal, or cause to steal any school or private property. Theft of property may be grounds for suspension and referral to police.
4. **Assault/Fighting:** A student shall not verbally assault another person, strike another person, physically handle, shove or grab another person, or behave in such a way as could cause physical injury to any person.
5. **Dangerous Weapons And Instruments:** A student shall not possess, handle, transmit or conceal any weapon, look-a-like weapon or instrument capable of harming another person such as firearms, knives, razor blades, brass knuckles, etc. This includes any object not necessarily considered a weapon, but used as a weapon. Included in this prohibition, but not necessarily limited to, would be the use of chemicals and gasses including mace, firecrackers, and smoke bombs. Possession of such objects on school property and at school related activities is covered by this rule. Law enforcement may become involved and disciplinary consequences may include expulsion from school.
6. **Tobacco, Narcotics, Alcoholic Beverages, And Drugs:** A student shall not use, transmit, offer for sale, conceal or exhibit evidence of use of any drug,

narcotic, tobacco, or alcoholic beverage. No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove/herb cigarette, smokeless tobacco, vape/vaping, e-cigs, or use tobacco in any form including look-a-like tobacco/nicotine free products. It shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. The offender may also be referred to law enforcement. Use of tobacco, drugs, alcohol or narcotics shall be cause for suspension and/or expulsion from school.

A student using a drug prescribed by a physician shall follow the medication and/or medical procedures as adopted by the board of education as outlined in this handbook.

7. **Insubordination**: Students are expected to comply with the reasonable directions of staff including any teacher, substitute teacher, student teacher, bus driver, administrator, or other authorized school personnel. A student shall not show disrespect to a teacher or other school authority. Failure to comply with directions or acting in defiance of staff members may result in disciplinary action.
8. **Harassment/Discrimination/Hazing**: Conduct constituting harassment may take different forms, including but not limited to the following:
 - A. **Sexual Harassment/Discrimination**
 - I. Verbal: Making written or verbal sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a student, staff member, or other person associated with Ayersville Local Schools.
 - II. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a student, staff member, or other person associated with Ayersville Local Schools.
 - III. Physical Contact: Threatening or causing unwanted touching, contact or attempts the same with a student, staff member, or other person associated with Ayersville Local Schools.
 - IV. Cyberbullying including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals

against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.

B. Gender/Ethnic/Racial/Religious/Disability/Height/Weight/Harassment/ Discrimination

I. Verbal: Written or oral innuendo, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a student, staff member, or other person associated with Ayersville Local Schools.

II. Nonverbal: Placing objects, pictures, or graphics in their presence, or making insulting or threatening gestures toward a student, staff member, or other person associated with Ayersville Local Schools.

III. Physical contact: Any intimidating or disparaging action toward a student, staff member, or other person associated with Ayersville Local Schools.

IV. Cyberbullying including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.

Any student who believes that he/she is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with Ayersville Local Schools should contact a guidance counselor or administrator. The student may make contact in writing or in person. The student must share the name(s) of the person(s) he/she believes to be responsible for the incident. A written summary of the report is to be prepared and forwarded to the principal. Reports will be investigated in a timely manner.

9. **Harassment Of School Personnel:** Students may be subject to school discipline for any harassment, verbal abuse, vandalism, physical abuse, or other disruptive behavior towards school personnel. This also includes cyberbullying such as, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.

10. **Threats, Cursing, And Obscene Language/Gestures:** A student shall not

threaten, insult or use obscene language/gestures. Profanity is covered under this rule.

11. **Academic Dishonesty:** A student shall not cheat, attempt to cheat, assist or encourage another student to cheat on any school assignment or test. This includes plagiarizing, the transmission, use, or obtaining of any unauthorized academic information, including the tampering/hacking of files/databases associated with digital communicating. For the purposes of clarity, plagiarism is defined as the use of ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own; you must cite such sources. Teachers/Departments are responsible for making students aware of the consequences for violation of this rule.
12. **Forgery:** A student shall not forge a note or signature, alter a note or signature, nor utilize a forged or altered note or signature. Also included under this provision is false representation by telephone, false identification documentation, and/or digital communication.
13. **Emergency Safety Equipment:** A student shall not tamper with any emergency safety equipment unless an emergency actually exists. This includes, but is not limited to, fire extinguishers and fire alarm system, panic button, and AED.
14. **Public Display Of Affection:** A student shall not engage in public displays of affection. A student shall not engage in sexual acts on school premises or while under school supervision for a school related function.
15. **Repeated Violations:** A student shall not repeatedly fail to comply with reasonable rules established for running the school efficiently.
16. **Leaving School without permission:** A student shall not leave school during school hours without permission of the principal or his/her designee.
17. **Placement Of Signs/Etc.:** No signs or slogans will be permitted to be placed upon school property without the permission of the proper school authority. A student shall not distribute pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
18. **Publication Or Use Of Indecent, Obscene, Pornographic, Or Libelous Material:** The possessing, taking, disseminating, transferring, or sharing of

nude, obscene, pornographic, lewd, libelous or otherwise illegal images or text is prohibited by the code of conduct. Whether the mode of communication is verbal, written, by phone/computer/software/files/database, or any means on the internet, this constitutes a violation of the code of conduct and may be a crime under state and federal law. The violation may be reported to law enforcement and/or appropriate agencies.

19. **Arson:** Arson or attempted arson is not permitted on school property.
20. **Aiding Other Students' Violations:** Students shall not willfully aid another person to violate school regulations.
21. **Out of Assigned Area:** A student shall not be present in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher. A student shall not leave school during school hours without permission of the principal or his/her designee.
22. **Food/Drink:** No food or drink will be allowed in the academic hallways/classrooms unless permitted by administration.
23. **Electronic Devices:** An electronic device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers communication to the processor. The following are examples of electronic devices: cell or wireless telephones, headphones/earbuds, pagers/beepers, laser pointers, MP3 players, smart phones, smart watches, WiFi-enabled or broadband access devices, two-way radios, video production devices, laptops, tablets and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video, still images, text, or other information. Radios, cell phones, CD/DVD players, iPods, smartwatches, electronic games, etc. can be distracting to classroom procedures if they are not used responsibly.

The use of electronic devices for any voice or text communication is **NOT** permitted during instructional time, in academic hallways, restrooms, and locker rooms. Students are not permitted to use their personal cell phones and electronic devices in the commons during their lunch period nor at recess. Students may possess cell phones and other electronic devices during instructional time, in academic hallways, in restrooms, and in locker rooms, provided they are powered completely off (not just placed on vibrate or silent mode) and stored out of sight.

The use of social media during school hours is strictly prohibited and will result in appropriate consequences.

Students may not record a class in any fashion unless they have informed the teacher/class and have written permission from the teacher and the recording device is visible to everyone in the classroom.

Students may not record, take, or distribute inappropriate pictures (i.e. nudity, sexually suggestive, illegal activities, vulgar gestures, etc.) during any school related activity.

Students may not use a cell phone or mobile communication device to circumvent the early dismissal or attendance policies.

The student assumes all risks in bringing such devices onto school property or to school related functions. Ayersville Local Schools is not responsible for loss or damage to any of these personal items that may be brought to school.

The following consequences may occur as a result of violations of the Electronic Device policy:

1. First Offense: Teacher confiscates device and turns it into the office. The device is then returned to the student after school.
2. Second Offense: Teacher confiscates device and turns it into the office. The device is then returned to parent/guardian after school.
3. Third Offense: See step 2 and other disciplinary action will be taken (i.e. detention, in school restriction, out of school suspension, etc.)

24. **Dress Code**: The administration reserves the right to require any student to change clothing, etc. which in the administrator's opinion is a disruptive influence on the educational atmosphere of the school.

Why Have A Dress Code

- Limit classroom disruptions.
- Appropriate dress attire for the workplace.
- Preserve self-discipline and respect.

GUIDELINES FOR UNACCEPTABLE ATTIRE

- A. Outdoor clothing such as coats, jackets, sunglasses, and any form of headwear.
- B. Tank Tops, muscle shirts, mesh shirts, spaghetti string tops or cut-off shirts.
- C. Clothing that shows the mid-section at any time, including crop tops.
This includes when sitting.
- D. Undergarments as outerwear.
- E. Flip flops.
- F. Any form of sleepwear including – slippers, pajama tops and/or bottoms, etc.
- G. Any clothing that displays or advertises vulgar, obscene, disrespectful, or inappropriate slogans or images. This includes weapons, alcohol, drug, or tobacco slogans or representations.
- H. Any forms of clothing that are sloppy, excessively baggy, and/or torn that reveals excessive skin.
- I. Dresses, skirts, shorts and pants shorter than mid-thigh.

Guidelines for Dresses: Any student wearing dresses/skirts considered inappropriate will be asked to change and may be restricted from wearing dresses the remainder of the school year. A general rule for minimum length is mid-thigh, however, any clothing that is distracting to the educational process is not permitted. Dresses/Skirts worn over leggings must be mid-thigh as well. **Students wearing dresses/skirts should wear leggings or shorts under the dress/skirt.**
This is very helpful at recess and gym time.

Guidelines for Shorts: Students will be allowed to wear shorts to school according to the guidelines below. Any student wearing shorts considered inappropriate will be asked to change and may be restricted from wearing shorts the remainder of the school year. A general rule for minimum length is mid-thigh, however, any clothing that is distracting to the educational process is not permitted. Shorts worn over leggings must be mid-thigh as well. Shorts will not be permitted that are:

- A. Extremely short (i.e. gym/running shorts)
- B. Extremely tight (i.e. cycling shorts)
- C. Cut-offs or boxer shorts

25. Other Activity: No student shall engage in any other activity, which in the judgment of the administration, the student knows or should know will disrupt the academic process or a curricular or extracurricular activity.

SEARCH BY SCHOOL AUTHORITIES – ADMIN. GUIDELINES

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

1. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.
2. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
3. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
4. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
5. Wherever possible, the student shall be present at any search of his/her possessions.
6. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

Reasonable Suspicion: As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or district property.

Lockers And Other Storage Areas Provided For Student Use:

1. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See

Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

2. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
3. The principal may, at any time, request assistance of the Defiance County Sheriff's department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks And Other Storage Areas: A desk or any other storage area in the school provided for student use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

Student Search:

1. The search of a student may be conducted by the principal when he/she has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
 - a. The student's pockets;
 - b. Purses, briefcases, backpacks, or any other object in the possession of the student;
 - c. Removal of an article of exterior clothing such as a jacket or shoes.
2. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

3. Strip searches are to be conducted only by law enforcement personnel.

Use Of Dogs: The Board has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property must be authorized in advance by the principal/Superintendent or be pursuant to a court order or warrant.
2. The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.

3. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
4. The dog will be allowed to examine a student's possessions, including vehicles.
5. The dog may be allowed to examine school property such as lockers as permitted by the building principal. The principal shall establish any limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

Items Found: Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

BULLYING

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.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

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, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. 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 assistance (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 s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant 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. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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 a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the

school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance

with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to

examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Title IX

The Board of the Ayersville Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Technology Director
28046 Watson Road
Defiance, OH 43512
419-395-1111

Treasurer
28046 Watson Road
Defiance, OH 43512
419-395-1111

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.ayersville.org. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. (Policy PO2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES)

TRANSPORTATION INFORMATION

Riding the school bus is a privilege, not a right. In order to ensure the safety of all passengers, proper conduct is required. Students failing to conduct themselves according to the following rules will not be permitted to ride the bus. The school bus driver has the authority and responsibility to maintain control over the pupils on the school bus (Section 3319.41 of the O.R.C.). **All school rules continue to apply while riding the bus. Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation service to any pupil.**

The bus drivers will be responsible for the students while they are on the bus and have the right to discipline them when necessary. It is vital for students to observe and follow all bus rules as this is important for the safety of all students on the bus. Recurring and/or major problems will be referred to an administrator through a bus referral form. Listed below are rules for the school bus. Please go over these rules with your child:

1. Talk in a conversational voice.
2. No eating or drinking.
3. Listen to directions the first time.
4. Keep the bus clean (no littering).
5. Stay seated facing forward at all times.
6. Respect others.
7. Keep your hands to yourself.

ADDITIONAL TRANSPORTATION GUIDELINES

1. Students shall arrive at the assigned bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from where the bus stops.

3. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
4. Behavior at school bus stops must not threaten life, limb or property of any individual. While at the bus stop, students are to behave and conduct themselves in accordance with the Ayersville Student Code of Conduct and the Student Discipline Code.
5. Students are expected to enter and leave the bus in an orderly single file.
6. Students must go directly to an available or assigned seat.
7. Students must not use or possess tobacco products, including but not limited to e-cigarettes, on the bus.
8. Students must not have alcohol or drugs in their possession on the bus.
9. Students must not throw or pass objects on, from, or into the bus.
10. Students must not put head or arms out of the bus windows.
11. Students must be silent at railroad tracks until the crossing is completed.
12. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses.
13. Students will be permitted to carry aboard school buses all lap material required for their academic studies as well as carry-on parcels that do not have any sharp points or edges and that will fit under the seats.

The provisions of Section 3313.66 of the O.R.C. apply to suspension, expulsion, and immediate removal of a student from the school bus or riding privileges.

A written request should be turned into the office for a bus permit any time your child is to go to a home other than his/her own (even if on the same bus). This note should include whose house, address, and bus number if possible.

USE OF COMPUTERS AND LAPTOPS ON THE NETWORK

The Internet links thousands of computer networks around the world giving Ayersville students access to a wide variety of computer and information resources. Ayersville Local School supports the use of the Internet in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Students in kindergarten through grade 6 will have the opportunity to interact with several forms of technology. The use of interactive tablets, laptops, programmable robots and circuits, as well as several computer applications will be used in the educational process. Students in kindergarten through grade 6 will be provided a Google Apps for Education account. The account can be used to create, edit, and share documents and information with other Ayersville students as well as their teachers.

Google Workspace

Many classes have online assignments posted on Google Classroom which can be accessed through any device with Internet access. Students should save important items on their Google account; these files can be accessed from most devices with Internet access. Talk with your student's teachers about the availability of coursework and assignments in Google Classroom. Google Apps can be accessed at <http://docs.ayersvillepilots.org>.

Internet Safety / Internet Filter

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked by an internet filter while students are logged on to the district network. Students are in violation of district policy if they attempt to circumvent the filter through proxy servers, installing software apps, or editing computer settings.

Appropriate Use of Technology Equipment

Students who cause damage to school property shall be subject to disciplinary measures and their parents shall be financially liable for such damage to the extent of the law.

Access to another person's account or computer without their consent or knowledge, or attempting to access the Ayersville Local Schools network restricted areas is considered hacking and is unacceptable behavior subject to disciplinary action.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings and reserves the right, to the extent permitted by law, to withhold a report card or credits from any student whose payment of such fine is in arrears.



2017-2022 Strategic Plan Overview

Our Mission

The Ayersville Local School District provides a challenging learning environment that sets high expectations for success by offering individualized instructional and diverse learning opportunities. We celebrate differences to develop successful life-long learners.

GOAL

Communication/Community Engagement

Ayersville Local School District will communicate and collaborate effectively with our students, parents, staff and community.

GOAL

School Climate

Ayersville Local School District will create an environment where all members are welcomed, supported and feel safe in school: socially, emotionally and intellectually to positively transform school culture.

GOAL

Academic/Student Learning

Ayersville Local School District will increase academic performance for all students as measured by achievement data, student growth, achievement gaps and ensuring students are college and career ready at graduation.

GOAL

Finance

Ayersville Local School District will maximize our financial stability by being responsible and transparent with our resources,

Ayersville Local Schools Belief Statements

P

Pride In Our Community

We believe the school and the community are one. We welcome all. This is symbolized by our motto: "One Pilot, One Nation."

I

Individualized Academic Opportunities

We believe all students should have the resources to compete in a 21st century environment, helping students realize and discover a career path suited for their skills and interests. We believe each of our unique students should have the opportunity to learn, grow and succeed through purposeful and meaningful learning utilizing their talents to soar to new heights.

L

Lasting Relationships

We believe that cultivating and maintaining longstanding relationships amongst the school community is vital to the development of the individual student.

O

Opportunities through Diversity of Experience

We believe our students grow through access to educational and extra activities.

T

Transformations

We believe that the expertise and dedication of our teachers and staff transforms our students into life-long learners. We believe in developing knowledgeable and responsible citizens who branch out into the world while remaining deeply rooted in Pilot traditions.

S

Students

We believe in student centered education that promotes intrinsic motivation encouraging students to challenge themselves. We believe all students can be successful and have a responsibility to learn and excel with the support of genuine motivated educators.