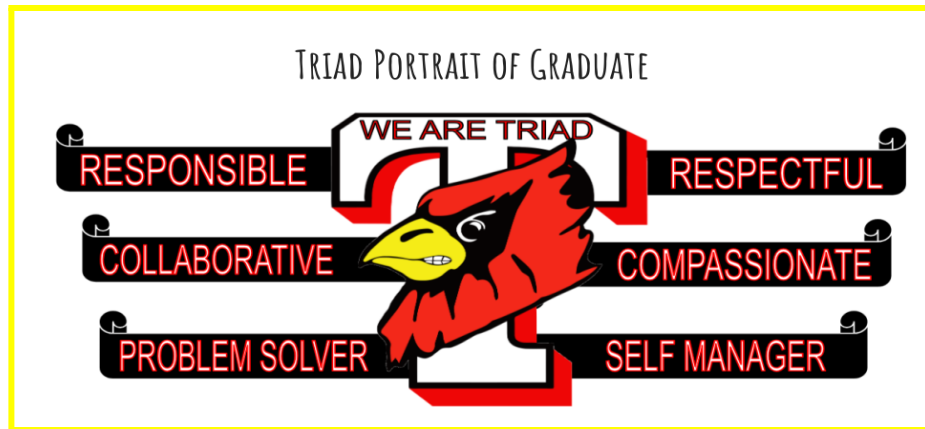


# 2022-2023 TRIAD ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK



## Vision Statement

Teaching and learning at Triad Local Schools will empower students to become collaborative problem solvers and empathetic contributors to society.

## Mission Statement

Triad Local Schools will provide a safe and supportive environment where each child's unique strengths, challenges, and differences are celebrated. Through compassionate teaching and learning, all students will achieve at their fullest potential.

## Triad Elementary School

7920 Brush Lake Road, North Lewisburg, Ohio 43060

Telephone: 937-826-3102 Fax: 937-826-0111

**Superintendent: Ms. Vickie Hoffman, Ext. 4104**

[hoffmanv@triadk12.org](mailto:hoffmanv@triadk12.org)

**Elementary Principal: Miss Lee Ann Claypool, ext. 4003**

[claypool@triadk12.org](mailto:claypool@triadk12.org)

**School Secretary: Mrs. Jaimie Millice, ext. 4001**

[milliceja@triadk12.org](mailto:milliceja@triadk12.org)

**School Counselor: Mrs. Kelsie Gualtieri, ext. 4018**

[gualtieri@triadk12.org](mailto:gualtieri@triadk12.org)

## Triad Board of Education Members

President - Mr. Chris Millice

Vice President - Mr. Randy Moore

Mr. Kyle Huffman Mr. Matt McConnell Mr. Mike Perry

Board of Education Meetings are typically held the third Thursday of each month at 7:00 am.

Please contact the Triad Central Office to check the date and location.

*This handbook needs to be read carefully by all parents. Older students need to read it as well. Parents, please go over all aspects of the handbook with your children. In Final Forms, there will be a place where both the student and the parent must sign and verify that the handbook has been read. In addition, the Triad Local School District acceptable use form must be signed. Please understand that your signature verifies you have read and understand the handbook and any applicable policies. These signatures are to be in Final Forms on the first day of school, but absolutely no later than Friday, August 26, 2022.*

**If you, your child, or a child you know needs help or is in crisis,  
please text  
4hope to 741741**

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# School Calendar 2022-2023

TRIAD LOCAL SCHOOLS - 2022-2023 CALENDAR													
Building:				<input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School	<span style="color: red;">▲</span> ALL Bldgs Parent/Teacher Conf. in the PM or Open House (different date per building-not 8/15) <span style="background-color: orange;"> </span> No School for Students - Teacher PD/ Work Day (00 = Classified Work Days) <span style="color: red;">▲</span> No School - P/T Conf. Exchange Day								
System: Semesters (4) 9-Week Periods					<span style="color: red;">X</span> No School - Holiday Observed <span style="color: red;">X</span> No School								
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>										
40	45	43	44		Revised: 2022.4.4								

JULY 2022							AUGUST 2022							SEPTEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	X	5	6	7	8	9	7	8	9	10	11	12	13	4	X	6	7	8	9	10
10	11	12	13	14	15	16	14	▲	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER 2022							NOVEMBER 2022							DECEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	▲	21	22	20	21	22	▲	X	X	26	18	19	20	21	22	X	24
23	24	▲	26	27	28	29	27	29	29	30				25	X	X	X	X	X	31
30	31																			

JANUARY 2023							FEBRUARY 2023							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	X	X	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	X	17	18	19	20	21	12	13	14	15	16	17	18	12	X	X	X	X	X	18
22	23	24	25	26	27	28	19	X	21	22	▲	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL 2023							MAY 2023							JUNE 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		▲	2	3	4	5	6					1	2	3
2	3	4	5	6	X	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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30																				

[www.triadk12.org](http://www.triadk12.org)

Facebook: Vickie Hoffman (Triad Local Schools)

Facebook: Principal Lee Claypool Triad

Facebook: Triad PTA - Parent Teacher Association

## Triad Local School District Staff

## # Extensions

Superintendent	Ms. Vickie Hoffman	x4104
Treasurer	Mrs. Connie Cohn	x4105
Assistant Treasurer	Mrs. Morgan Fagnani	x4105
DISTRICT- BOARD OF EDUCATION MEMBERS		
Chris Millice	Board President	
Randy Moore	Board Vice President	
Matt McConnell	Board Member	
Kyle Huffman	Board Member	
Mike Perry	Board Member	
DISTRICT- BOARD OF EDUCATION OFFICE STAFF		
Faith Lawson	Secretary	x4101
Jessica Dunlavy	Accounts Payable/Receivable/EMIS Coordinator	x4102
Stacy Crace	Payroll/Benefits	x4103
DISTRICT- MODULAR OFFICE STAFF		
Jenna Fograscher	Chief Academic Officer	x4108
Erin Webb	Director of Student Services	x4107
Neil Laughbaum	Directory of Operations/Transportation	x3004
Chrissie Hanshaw/Dallas Winrod	School Psychologists	x4110
Deb Orrechio	Special Education Secretary	x4106
Traci Perry	Transportation Secretary	x3027 DISTRICT-
STAFF (offices elsewhere)		
Deputy Bryan Dixon	School Resource Officer	x2014
Rick Wilkins	Maintenance Supervisor	x2033
Chad Hollar	Maintenance Assistant	x2035
Ryan Thompson	Technology Coordinator	x2016
Eric Welty	Technology Assistant	x3025
Tera Malone	School Navigator	x2012
DISTRICT- TRANSPORTATION STAFF		
Terra Adams		
Karen Baker		
Tammy Bullard		
Bryttney Hanrahan		
Bob May		
Loretta Pullins		
Jessica Vinson		
Randy Sams		

# Triad Elementary School Staff

**937-826-3102**

<b>Principal</b>	<b>Miss Lee Ann Claypool</b>	<b>x4003</b>
<b>Secretary</b>	<b>Mrs. Jaimie Millice</b>	<b>x4001</b>
<b>School Counselor</b>	<b>Mrs. Kelsie Gualtieri</b>	<b>x4018</b>

<u>Elementary Certified</u>	<u>Phone Extensions</u>	<u>Room</u>
<u>Preschool Team</u>		
Administrator: Mrs. Erin Webb	x4107	
Admin Assistant: Mrs. Deb Orecchio	x4106	
All Jeri Cushman	x4007	015
All Michelle Hoffman		
All Ali Cox		
<u>Kindergarten Team</u>		
K2 Janet Mroczkowski	x4036	024
K3 Annette Watson	x4009	017
K4 Amy Yoder	x4033	019
<u>1st Grade Team</u>		
1B Beth Campbell	x4014	023
1C Briana Albert	x4011	020
1D Diana Ferguson	x4013	025
<u>2nd Grade Team</u>		
2A Vicki Flack	x4008	016
2C Becky Carpenter	x4034	013
2D Maggie Williams	x4032	014
<u>3rd Grade Team</u>		
3A Hannah Kilgore	x4027	007
3B Karla Johnson	x4025	006
3D Michelle Pace	x4026	008
<u>4th Grade Team</u>		
4A Mande Sarrazine	SS & S x4020	001
4B Joyce Holland	ELA & Read x4023	002
4C Jason Thompson	Math x4022	004
<u>Other Certified Positions</u>		
Shari Dixon	Title 1 Reading x4006	Office
Katie Organ	Title 1 Reading x4004	011
Courtney Converse	Title 1 Flood Team x4010	018
Jill Brown	Title 1 Flood Team x4024	005
MaryBeth Roose	Title 1 Flood Team x4024	005
Terri Windle	IS for Special Ed x4028	010
Sammi Miesse	IS for Special Ed x4029	012
Brooke Harlacher	Speech Pathologist x4005	Office
Sara Sapp	Music Education x4037	026

Nicole Hanes Physical Education x4019  
 Kelsi Noel Daily Substitute

Gym

Elementary Classified

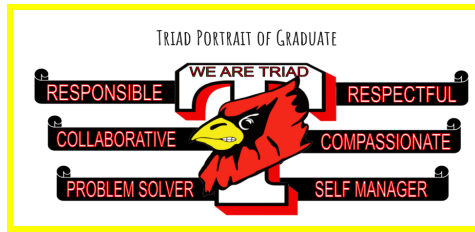
Leslie Runion Educational Aide  
 Leslie Gregg Library Aide x4018  
 Michelle Cauley Cafeteria x4038  
 Heather Hecker Cafeteria x4038  
 Jacklyn McComas Cafeteria x4038  
 Doug Jackson Custodian AM x4031  
 Kent Black Custodian PM x4031


SUPPORT STAFF for Triad Elementary School

Provided by Madison Champaign ESC

Julie George PT Nurse x4016  
 Alisha Hale PT Nurse x4016  
 Terri Schmitt Occupational Therapist x4021  
 Chasity Gregorek Adaptive PE Teacher x4021  
 Matt Harper Physical Therapist x4021  
 Jacqueline Howley Parent Mentor (937) 484-1557  
 Brooke Perry Attendance Officer (937) 484-1557  
 Maribeth Gregg Occupational Therapist x4021

MD Classes			Room
Cassie Ross	Intervention Specialist	x4012	022
Jessica Nieman	Intervention Specialist	x4015	021
Meighan Rupert	Paraprofessional		
Jillian Henry	Paraprofessional		
Mindy Phillips	Paraprofessional		
Danni Vladovich	Paraprofessional		
Molly Meadows	Paraprofessional		
Heather Hostetler	Nurse		



DISTRICT	CONNECTED	PERSONALIZED	
	<b>Foster an engaged Triad community where students, staff and families feel a sense of belonging, unity and pride.</b>	REFRAMING EDUCATION	WHOLE CHILD
		<b>Define, refine and calibrate the reframing of education at Triad Local Schools.</b>	<b>Through versatile Triad experiences each student will achieve their fullest potential leading to post graduation success.</b>
<b>WHAT</b> needs to be accomplished in <b>YEAR ONE?</b>  <b>HOW</b> will we accomplish it?	<p><b>Objectives and Action Steps</b></p> <ul style="list-style-type: none"> <li>Update, communicate and implement the strategic plan both within the district and the community.             <ul style="list-style-type: none"> <li>Update building level plans, goals and action steps.</li> <li>Use the DLT (District Leadership Team) to help monitor plans and action steps then guide and facilitate next steps.</li> <li>Create a timeline for roll out and communication of the updated plan.</li> </ul> </li> <li>Recognize and utilize opportunities to celebrate and strategically market Triad Local Schools.             <ul style="list-style-type: none"> <li>Continue to celebrate on Social Media and plan for strategic communication.                 <ul style="list-style-type: none"> <li>Cardinal News</li> <li>Quarterly Learning Report</li> <li>Regular classroom highlights</li> <li>Mental health posts</li> <li>Staff members of the month</li> <li>Community members of the month</li> </ul> </li> <li>Design a plan to enhance communication at each building.                 <ul style="list-style-type: none"> <li>Building level newsletters</li> <li>Building morning announcements</li> </ul> </li> <li>Locate opportunities to serve the community.</li> </ul> </li> <li>Continue to develop and implement planned events for staff, students and community to create unity.             <ul style="list-style-type: none"> <li>Build a calendar of events for staff to promote unity.</li> <li>Create and communicate district and building level events.</li> </ul> </li> </ul>	<p><b>Objectives and Action Steps</b></p> <ul style="list-style-type: none"> <li>Use data to inform instruction and bring relevance to the educational experience.             <ul style="list-style-type: none"> <li>Effectively utilize the 5-step Process to analyze data.</li> <li>Use the analyzed data to drive instruction.</li> <li>Partner with students to set goals and understand their data and how it impacts the big picture.</li> <li>Implement year one of the five year RtI / MTSS rollout plan.</li> </ul> </li> <li>Empower staff to utilize high impact instructional practices that allow for the greatest amount of student growth.             <ul style="list-style-type: none"> <li>Implement a PK-12 plan for using high-impact instructional strategies</li> <li>Define best practice instructional strategies that should be seen in all classrooms.</li> <li>Refine and model the staff use of instructional strategies and best practices through ongoing professional development.</li> <li>Align and ensure instructional strategies and best practices are used with fidelity.</li> </ul> </li> <li>Create and implement a plan for PK-12 career development.             <ul style="list-style-type: none"> <li>Create intentional career exploration for all students PK-12 that covers the 16 career clusters.</li> <li>Develop and use HS career pathways to bring relevance to the educational experience.</li> <li>Secure internships and apprenticeships to provide exposure in areas of interest.</li> </ul> </li> </ul>	<p><b>Objectives and Action Steps</b></p> <ul style="list-style-type: none"> <li>Create a framework to focus on student understanding and importance of soft skills, and partner with students to discover personal interests, passions and skill sets.             <ul style="list-style-type: none"> <li>Plan for how each building will implement Portrait of a Graduate.</li> <li>Create a PBIS framework with a tier one approach to increase desired behaviors.</li> <li>Train and develop staff that will build student activity programs that engage students.</li> <li>Increase student involvement in extracurricular activities.</li> </ul> </li> <li>Identify PreK-12 social-emotional strategies that are currently being implemented in the district that create opportunities for growth.             <ul style="list-style-type: none"> <li>Identify and create programs used at all grade levels to build socio-emotional skills and coping mechanisms so that we have a district view of successes and grades that we need to provide support for.</li> <li>Plan for and use community services to support those who need it.</li> <li>Create an approach that regularly monitors the assessment and support of threat and safety concerns.</li> </ul> </li> <li>Develop a plan to ensure safety is a focus and that staff and students are prepared in the case of an emergency.             <ul style="list-style-type: none"> <li>Create and implement a staff training plan.</li> <li>Create and implement a student training plan.</li> <li>Conduct and reflect on principal planned safety drills.</li> <li>Conduct and reflect on district planned safety drills.</li> </ul> </li> </ul>
<b>D I S T R I C T</b>			

**EQUAL EDUCATION OPPORTUNITY**

**This District provides an equal educational opportunity for all students**

**Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, no national origin while at school or a school activity should immediately contact the School District’s Compliance Officer(s):**

Jenna Fograscher  
 Chief Academic Officer  
 937-826-4961 ext. 4108

Erin Webb  
 Director of Student Services  
 937-826-4961 ext. 4107

**Complaints will be investigated in a timely manner. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.**



## TRIAD ELEMENTARY HOURS

### Triad Elementary Office Hours

**Monday - Friday from 7:45 a.m. - 4:15 p.m.**

**\*Teachers arrive at 8:05 a.m. and are dismissed at 3:35 p.m.**

**\*\*Students should not arrive at school before 8:35 a.m.**

### Triad Elementary Student School Hours 8:45 a.m. - 3:25 p.m.

The building is open to students beginning at 8:35 a.m. Pupils should go to their homeroom immediately upon arrival at school. It is expected that students first go to their lockers before going into homerooms. Early arrival (before 8:35) of students is not allowed since student supervision cannot be provided. If in an emergency a student must be dropped off at school before the buses unload, he/she must go to the office and wait. In cases where parents are bringing their children to school late / taking them early, **adults must personally sign them in or out in the office.** These are considered tardies and partial absences. Students will be considered tardy at 8:46 a.m. The final bell signaling the office to begin student dismissal rings at 3:25 p.m. If a student is signed out prior to 3:25 p.m., those minutes missed will count against the time required for daily attendance and requires proper documentation (explained in detail under the section, STUDENT ATTENDANCE & APPOINTMENTS).

## CAFETERIA AND LUNCH INFORMATION

The cost of meals and extras for the 2022-2023 school year is as follows:

- Adult Lunch Cost - \$4.00, does NOT include milk
- Student Lunch Cost- \$2.75, includes milk
- Additional entree or entree only purchase -\$2.50
- Additional cookie - \$.35
- Additional milk - \$.45
- Additional fruit/vegetable/bread (per item) \$.75

Breakfast for students is free at the elementary while breakfast for adults is \$1.00 per day.

A point of sale (POS) terminal is in place in the lunch line. No money will be exchanged during lunch. Students are to bring all money for their cafeteria accounts in an envelope clearly marked with their first and last names, name of their homeroom teachers, and their **student ID numbers**. All envelopes will be picked up by a cafeteria worker each morning after breakfast has been served. Each classroom needs to have its cafeteria money ready for pick up each morning no later than 9 a.m. It is desirable for students to pay ahead. Please note that parents are now able to set up an account through PayForIt.net. Please refer to the link below or contact the school office for additional assistance with this convenient tool.

<https://www.payforit.net/Login.aspx>

Because Federal and State eligibility for grant money is directly linked to the number of students qualifying for free or reduced lunch, classroom teachers are encouraged to make it a priority to make sure parents complete on Final Forms a free and reduced lunch form for each student. This is important even if a parent does not think his/her child will qualify for assistance or if the parent does not wish for a child to participate in the program. **\*Please note that those students who do**

qualify for free/reduced lunch do not receive free milk when packing his/her lunch or extra milk with free/reduced lunch provided. A \$ .45 cost will be charged in either case to the account of the student. This is not a Triad requirement but a requirement of the federal program itself.

## RECESS AND LUNCH TIMES

*\*Please note - Students will go outside for recess except when it is raining or the temperature (including wind chill) is below 28 °F.*

	<b>Recess</b>	<b>Lunch</b>
<b>Kindergarten:</b>	<b>11:15-11:35</b>	<b>11:45-12:05</b>
<b>1st</b>	<b>11:35-11:55</b>	<b>12:05-12:25</b>
<b>2nd</b>	<b>11:55-12:15</b>	<b>12:25-12:45</b>
<b>3rd</b>	<b>12:15-12:35</b>	<b>12:45-1:05</b>
<b>4th</b>	<b>12:40-1:00</b>	<b>1:10-1:30</b>

## Specials (Gym, Library, Music, Technology) Time Schedules

45 minutes periods, rotating Specials - one per day

Specials Time	Grade
10:15-11:00	First Grade
11:05-11:50	Second Grade
11:55-12:40	Fourth Grade
Specials Teachers' Lunch 12:40-1:10	
1:10-1:55	Third Grade
2:00-2:45	Kindergarten

## STUDENT FEES

The fees for the 2022-2023 school year are \$35 per student in KG - 4th grade.

*\*\*Please note: Any outstanding fees or lunch charge balances from the previous school year will be added to student charges.*

**Your child is exempt from paying fees if he/she qualifies for free or reduced lunch. While all fees are due by Friday, September 2, 2022, parents may make installment payments for fees under the following conditions until the complete fee amount is covered. One-third of the amount due to the school district, including fees from the previous school years, must be paid by Friday, October 28, 2022, for the student to participate in the Harvest party for his/her class. Another payment of one-third must be paid by Friday, February 10, 2023, for the student to participate in the Valentine's Day party for his/her class. The final remaining payment must be made by Wednesday, May 17, 2023, for the student to participate in any field day activities scheduled for the end of the year.**

## **CHANGE OF ADDRESS and PHONE NUMBER**

**It is very important to notify the office and teacher anytime there is a change of address or phone number. Parents/guardians are required to update Final Forms with any new information when a change is made. When a change of address occurs, parents/guardians are also required to provide to the school as soon as is possible a new proof of residency (i.e. utility bill, front page of lease or closing document with name and new address, a Residency Verification form for those who have moved in with someone else, etc...). Please call the school with any questions regarding updating your information.**

## **TEXTBOOKS/LIBRARY BOOKS/CLASSROOM LIBRARY BOOKS**

All textbooks, library books, and classroom library books are loaned to students by the Board of Education. Pupils are expected to keep them in good condition. If a book is lost, stolen, or damaged, a fee will be assessed depending upon the replacement or repair cost. The pupil is expected to pay for the loss, or a debt will be assigned to his/her account. Books are loaned with this understanding. Fines will be assessed as follows:

- Marks - \$.25
- Torn page- \$.25
- Broken binding/defaced cover-  $\frac{1}{3}$  cost of textbook/library book/classroom library book
- Missing/destroyed front/back cover-  $\frac{1}{2}$  cost of textbook/library book/classroom book
- Lost book- complete replacement cost of textbook/library book/classroom book

## **STUDENT ATTENDANCE & APPOINTMENTS**

### TLS Attendance Policy

#### Number of Absences Allowed

**Consistent attendance is very important to your child's education and his/her academic success. For that reason, Triad Local Schools allows a student to miss the amount of hours equal to eight (8) school days for**

the entire school year. These hours (which equal eight (8) school days) will be slightly different between the three buildings due to the hours required for each building by the State. **\*Please note - a student is allowed only 8 school days (based on hours) of absences per year, whether or not that absence is considered excused or unexcused. After a student has accumulated 8 absences and/or the equivalent hours, every absence must be substantiated by an official source.**

#### Parental Notification versus Documentation from an Official Source

It is always best for every student absence to be substantiated with an excuse, either from the parent/guardian in the form of a note or phone call or documentation from a medical facility or other official source, such as a court official, etc.... When an absence is not accompanied by a parent note or phone call or a written excuse/documentation from an official source, that absence is considered unexcused. Once a student has missed the hours that are equal to eight (8) days of school, excused or unexcused, all other absences must be documented/excused by an official source or those absences will be considered unexcused. Please note - this means that once a student has missed the amount of time equal to eight (8) school days, excused or unexcused, a parent/guardian phone call or note will no longer be accepted to excuse the absence; an official source must provide written documentation for all absences after the eighth (8th) day of school or time equal to eight (8) days has been missed. It is important to remember that the total number of minutes used for tardies and other time away from the school day (such as medical appointments) are counted within the hours a student is allowed to be absent and can cause a student to reach his/her limit very quickly.

#### TLS Fever Free for 24 Hours Policy and Attendance Consideration

**\*\*Please note - when the school and/or school nurse sends home a child due to having a fever (100.0 °F or higher), the policy of Triad Local Schools requires a child to be fever free for 24 hours without the aid of any medication before he/she can return to school. When a child is sent home by the school or school nurse due to a fever, the following day, if a school day, will be considered an excused absence per school policy. If a fever continues past the 24 hour period required, it is highly recommended that the parent/guardian consult with his/her physician.**

#### TLS Vacation Policy

Triad Local Schools understand that there are situations in which families must take vacation during the school year. The Ohio Department of Education requires that all school districts, for vacation days to be considered excused, develop a vacation policy. Triad Local Schools allows the hours equal to five school days to be excused as long as:

- 1) The request is made 2 days prior to the start of the vacation absence,
- 2) The building principal approves the vacation absence,
- 3) The days requested are not days on which state testing is scheduled, and
- 4) The amount of days/hours requested does not exceed the 8 days/equivalent hours of absence allowed by the district. Vacation days are a part of the total 8 days/equivalent hours allowed for absences, not an addition to those days/hours.

## [TRIAD LOCAL SCHOOLS VACATION REQUEST FORM](#)

### *Excused versus Unexcused Absences and Why Is This Important*

It is understood that sometimes a child's health or family situation may require him/her to miss more than the days/hours allowed per district policy; however, the Ohio Department of Education mandates the reasons for which a student can be absent and the duties of the school district when a student misses school without a good and justifiable reason. When a student accumulates absences, both excused and unexcused, beyond what state law allows, the school district is required to respond as mandated within HB410. More detail regarding this law and how it defines absences can be found in each building's handbook; however, it is important to understand that excused absences will not lead to court involvement and possible charges for the student and/or his/her parents/guardians. Be sure to communicate with the office of your child's school whenever he/she is going to be absent from school, and always provide official documentation when it is available for an absence.

### *Additional Notes of Importance Regarding Attendance*

**\*\*Please note - when a student is absent from school without notification from the parents/guardians for two consecutive days, the county's attendance officer will be contacted and asked to do a wellness check to ensure the family's and student's well being.**

**\*\*Please note - every school is required by state law to notify parents/guardians when their child is absent from school unless the parent/guardian has notified the child's school in advance. Triad Local Schools makes this notification through its School Messenger platform. Each building has an appointed time by which parental notification must be received before these daily calls are made. Be sure to check your child's building handbook for this information.**

***If you have any questions regarding the TLS attendance policy, please contact the office of the school your child attends.***

### TES Attendance Policy Details

We will accept parent notes for up to 54 hours of absences/equivalent to 8 elementary school days for the school year. Please note: This is equivalent to 8 days of absences for the entire school year. Also, the length of tardies and early dismissal are counted and included in the same 54 hours regarding excused and unexcused absences. \*\*\* Please note: The 54 hours, or equivalent 8 days of absences, include any time/days requested for vacation.

## VACATION REQUEST FORM

Vacations may be pre-approved by the principal for up to 33.75 hours (equivalent to five school days per year). The **Triad Local Schools Vacation Request Form** can be found on our school's website, [www.triadk12.org](http://www.triadk12.org). Under Schools, click on Triad Elementary. On the school page, click on Forms & Links under Quick Links. This

form needs to be completed and submitted to the principal in advance of any requested vacation. Vacation days **ARE** included in the 54 hours of absences allowed for the school year. Vacation absences are NOT days counted “in addition to” the 54 hours already allowed per the Triad attendance policy. **\*\*\*PLEASE NOTE: Vacation days that are requested during required state testing will not be approved.**

## Attendance continued:

We will require a doctor’s note or other official excuses as stated within Ohio Revised Code for subsequent absences and tardies to be considered excused. **The State Department of Education dictates that a student may be excused from school for the following reasons:**

1. **Personal illness**
2. **Medical, dental, or legal appointments**
3. **Serious illness in the immediate family**
4. **Death in the family**
5. **Work within the home (within limits)**
6. **Religious holidays**
7. **Emergency or circumstances that constitute a good and sufficient reason for missing school**
8. **Quarantine of the home**
9. **Vacation (per school policy in place)**

**Unexcused absences and tardies included, but are not limited to, the following:**

1. **Car trouble**
2. **Oversleeping**
3. **Missing the bus**
4. **Babysitting**
5. **Shopping**
6. **Stayed up late**
7. **Haircuts and beauty shop appointments**
8. **Truancy**
9. **Suspension**
10. **Other reasons for absences/tardies that are not listed as excused**

**Absences without proper documentation and exceeding the above guidelines will be figured at the end of each week. It is recognized by the school and by the Court that, except in rare cases, attendance for the elementary student is the primary responsibility of the parent or guardian, not the student. Knowing that school attendance is a vital component for success, the school will consider students with unexcused absences within one or more of the following categories defined by state law as habitually truant:**

- 30 or more consecutive hours without a legitimate excuse;**
- 42 hours in one school month without a legitimate excuse; or**
- 72 hours or more without a legitimate excuse in a school year.**

**Students who have excused and /or unexcused absences specified within the following guidelines will be considered to have excessive absences as required by state law:**

**38 hours in a month with or without a legitimate excuse, and/or**

**65 hours in a year with or without a legitimate excuse in a school year.**

**If you have questions regarding attendance, please do not hesitate to contact the school office.**

**Parents should always try to contact the school office via phone or email no later than 10:00 a.m. with an explanation for their child’s absence. While contacting your child’s teacher is also encouraged, contacting the school office is the most important. The school is required to contact parents/guardians when their child is not present at school and no notice has been received regarding the absence. Contacting the school each day your child is absent or notifying the school of an extended absence will reduce the number of calls parents/guardians will receive from the school.**

**When calling to arrange for the pick up of make-up work, it is important to understand that the earliest that teachers will be expected to have make-up work ready for pick up will be 24 hours after the request is made.**

**Parents or guardians, or the parents’ or guardians’ adult designee, must sign out their child in the school office before leaving school for an appointment or any other reason. If the child is not called to the office by the school secretary for an early release, a slip (releasing the child from the classroom) will be provided at sign-out. The parent must show this slip to his/her child’s teacher before the student will be released to the parent/adult designee. Parents and guardians are reminded, even after signing students out for what would be considered an excused absence, to bring or send a note that verifies the reason given for the absence. For instance, if a student is signed out for a dental appointment, an excuse from the dental office needs to be given or sent in to the school upon the student’s return to school.**

**Excessive absences and/or tardiness may result in contact from the classroom teacher. Excessive absences will result in attendance letters from the school principal, and may result in visits from the county attendance officer and an attendance mediation meeting being called. In extreme cases, the parents of chronically absent children may have charges brought against them in accordance with Ohio Law.**

**“Chronically absent” is understood to mean students who have:**

- 30 consecutive hours of unexcused absences, or**
- 42 hours or more of unexcused absences in a month, or**
- 72 hours or more of unexcused absences in a school year**

## **Telephone Calls**

**It is extremely difficult to forward messages to pupils during the school day. Parents are to limit any calls to students to those of an emergency nature. In the case of any emergency, we are glad to help in every way possible. School phones are not to be used by students except for emergencies. Forgetting homework and/or lunch money is not considered an emergency.**

**Triad Elementary School  
Behavioral Expectations Matrix  
Revised 06/2021**



Location	Respect Self	Respect Others	Respect Property
All Settings	<ul style="list-style-type: none"> <li>I stay on task</li> <li>I keep myself safe</li> <li>I give my best effort</li> </ul>	<ul style="list-style-type: none"> <li>We use appropriate talk</li> <li>We follow directions</li> <li>We stay in our own space</li> <li>We share</li> </ul>	<ul style="list-style-type: none"> <li>I show pride in my school</li> <li>I clean up after myself</li> <li>I use equipment and materials properly</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>I stay in my own space</li> <li>I follow directions</li> <li>I complete and turn in all work when due</li> <li>I bring necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>My eyes and ears are on the speaker/teacher</li> <li>I use the correct voice level as directed by the teacher</li> <li>I use kind and encouraging words</li> <li>My focus is on myself</li> </ul>	<ul style="list-style-type: none"> <li>I use items carefully as directed by the teacher</li> <li>I help clean up our space</li> <li>I show safe behavior</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>I walk</li> <li>I stay on the right side</li> <li>I stay in a single file line</li> <li>I go directly to my destination</li> </ul>	<ul style="list-style-type: none"> <li>I keep my hands and feet to myself</li> <li>I use my whisper voice</li> <li>When spoken to – I stop, face the speaker, listen, then respond</li> </ul>	<ul style="list-style-type: none"> <li>I pick up things we drop</li> <li>I keep my hands, feet, and body off of the walls and other things in the hallway</li> </ul>
Playground	<ul style="list-style-type: none"> <li>I follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li>I include others</li> <li>I share equipment</li> <li>I use encouraging words</li> <li>I am a good sport</li> </ul>	<ul style="list-style-type: none"> <li>I take care of my playground</li> <li>I use equipment as intended</li> <li>I pick up things we drop</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>I go directly to my destination</li> <li>I eat my own food</li> <li>I stay seated while eating</li> </ul>	<ul style="list-style-type: none"> <li>I stay in my own space</li> <li>I touch only my food</li> <li>I use a calm voice</li> <li>I practice table manners</li> </ul>	<ul style="list-style-type: none"> <li>I pick up things we drop</li> <li>I empty my tray carefully</li> <li>I use items as intended</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>I have teacher permission</li> <li>I have a hall pass</li> <li>I go directly to my destination</li> <li>I wash my hands with soap and water</li> <li>I return promptly</li> </ul>	<ul style="list-style-type: none"> <li>My focus is on myself</li> <li>I use my whisper voice</li> <li>I keep my hands and feet to myself</li> <li>I put used paper towels into the trash</li> </ul>	<ul style="list-style-type: none"> <li>I flush the toilet</li> <li>I use the toilet and sink properly</li> <li>I keep my feet on the floor</li> <li>I put used paper towels into the trash</li> </ul>
Assemblies, Library, Music, Gym, Office	<ul style="list-style-type: none"> <li>I stay in my own space</li> <li>I follow directions</li> <li>I am calm</li> <li>I listen to learn</li> </ul>	<ul style="list-style-type: none"> <li>My eyes and ears are on the speaker</li> <li>I speak with permission</li> <li>I use the correct voice level</li> </ul>	<ul style="list-style-type: none"> <li>I pick up things we drop</li> <li>I use equipment as intended</li> <li>I put supplies away when finished</li> </ul>
Sidewalk	<ul style="list-style-type: none"> <li>I walk</li> <li>I watch where I am going</li> <li>I go directly to my destination</li> </ul>	<ul style="list-style-type: none"> <li>I keep my hands and feet to myself</li> <li>I use kind words</li> <li>I use my calm voice</li> <li>I watch for others</li> </ul>	<ul style="list-style-type: none"> <li>I pick up things we drop</li> </ul>
Bus	<ul style="list-style-type: none"> <li>I follow bus rules</li> <li>I use my calm voice</li> <li>I use kind words</li> <li>I stay seated</li> <li>Seat on the seat, back on the back, feet on the floor (if they reach)</li> </ul>	<ul style="list-style-type: none"> <li>I follow bus rules</li> <li>I listen to my bus driver</li> <li>I stay seated</li> <li>Seat on the seat, back on the back, feet on the floor (if they reach)</li> </ul>	<ul style="list-style-type: none"> <li>I follow bus rules</li> <li>I pick up things we drop</li> <li>Seat on the seat, back on the back, feet on the floor (if they reach)</li> </ul>

# TRIAD LOCAL SCHOOLS

## STUDENT CODE OF CONDUCT

Violation by a student of any one or more of the following rules on school grounds, at school activities and events off school grounds, and/or on school-owned transportation may result in disciplinary action, including, but not limited to warnings, loss of privileges, time out, detentions, suspensions, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.
2. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board). Violations may also result in referral to legal authorities and/or other legal action.
3. Fighting, Assault and/or Threat: A student will not physically attack or threaten to attack any person. Violations may also result in referral to legal authorities and/or other legal action.
4. Dangerous Weapons, Instruments and Objects: A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument used for dangerous purposes beyond their original intent capable of harming another person. Violations may also result in referral to legal authorities and/or other legal action.
5. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, sell, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance which causes physical or mental change. A student will not possess, use, sell, transmit, or conceal substances that could be construed as "look alike" drugs or drug paraphernalia. Violations may also result in referral to legal authorities and/or other legal action.
6. Smoking/ Tobacco: Students will not be permitted to smoke/use tobacco, or be in possession of smoking paraphernalia in school buildings, on school grounds or at any school-related activity. Violations may also result in referral to legal authorities and/or other legal action.
7. Profanity and/or Obscenity: A student will not, by written, oral, gestural or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity.
8. Truancy and Tardiness: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, he/she is truant or tardy. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense. Violations may also result in referral to legal authorities and/or other legal action.
9. Insubordination: A student will comply with all established rules and all directions of authorized school personnel during any period of time when the student is properly under the authority of the school. Failure to abide by established rules is insubordination.
10. Inappropriate Dress: A student will not dress or appear in a fashion that:

- A. interferes with the student's health or welfare or the welfare of others, or
  - B. causes disruption or directly interferes with the educational process, or
  - C. violates the student dress code.
11. Theft: A student will not take or attempt to take into possession the public property or equipment of the school District or the personal property of another. Violations may also result in referral to legal authorities and/or other legal action.
  12. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
  13. Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.
  14. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function or the educational process.
  15. False Identification: A student will not use or attempt to use false identification to mislead school personnel.
  16. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
  17. Academic Dishonesty: Students are expected to do their own work and to have their hard earned grades reflect their own work. To be responsible, one has to learn to become self reliant, honest, and trustworthy. Someone who relies on others to do the work or to give answers or copies the work of others lacks both responsibility and respect and is guilty of cheating and/or plagiarism. Cheating and plagiarism violate the code of conduct.
  18. Harassment/Menacing/Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts: Students shall not harass, intimidate, degrade, disgrace, disparage, discriminate, nor incite, provoke, or threaten against any other student or school employee or, through the commission of the aforementioned acts, otherwise disrupt the school environment. For this purpose, harassment or intimidation includes, but is not limited to: slurs; profanity; written information; denigrating remarks or actions; obscene gestures, the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal or physical conduct including, but not limited to, those based on race, color, national origin, religion, sexual orientation, handicap or age. Violations may also result in referral to legal authorities and/or other legal action.
  19. Hazing, Teasing, Bullying, and/or Dating Violence: Students shall not haze, tease, bully, and /or dating violence others based on, but not limited to, physical appearance, race, color, national origin, religion, sex, sexual orientation, handicap or age. Hazing, bullying and /or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
    1. Physical violence and/or attacks;
    2. Threats, taunts and intimidation through words and/or gestures;
    3. Extortion, damage or stealing of money and/or possessions;
    4. Exclusion from the peer group or spreading rumors;

5. Repetitive and hostile behavior done with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyberbullying) such as the following:

- A. Posting slurs on web sites, social networking sites, blogs or personal online journals;
- B. Sending abusive or threatening emails, web site postings or comments and instant messages;
- C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online.
- D. Using web sites, social networking sites, blogs, personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred. Violations may also result in referral to legal authorities and/or other legal action.

20. Sexual Harassment/Inappropriate Physical Contact: All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Superintendent will be notified of any sexual harassment that directly involves physical contact.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- 1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
- 2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
- 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact perceived as a threat or invasion of privacy; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects

or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient. Violations may also result in referral to legal authorities and/or other legal action. *For additional information regarding sexual harassment, please refer to board policies 5517 and 2266 on the district's website.*

21. Other kinds of conduct not acceptable:

A. Class disturbance- Classes in session are not to be disturbed except in cases of emergency.

B. Assemblies – Pupils not showing proper respect for speakers or entertainers or making a disturbance during any assembly or pep rally will no longer be allowed to attend assemblies.

C. Hallways- There is to be no running, scuffling, or loitering in the rest rooms or hallways. Students are reminded to keep to the right in all corridors, stairways, and doorways. Lines must keep moving; no running or shouting during change of classes.

D. Electronic Devices – A student shall not use an electronic device, including personal or school-owned digital devices, inappropriately or in a manner that violates the privacy of another student or staff employee.

E. Biting or other Acts which could transfer Blood Borne Pathogens – Due to the possibility of the exchange of body fluids and bloodborne pathogen control standards, any student who bites, pokes, or similarly endangers another student or a staff member will be considered dangerous and may be suspended from school. This behavior will be treated by the administration as a form of assault.

22. Unacceptable Uses of Technology: Any violation of the Technology Acceptable Use/Internet Safety policy is a violation of the Code of Conduct. Any violations of this policy may, in addition to loss of user privileges, result in disciplinary action up to and including suspension or expulsion. Violations may also result in referral to legal authorities and/or other legal action.

## SEARCH & SEIZURE CLAUSE

The school reserves the right to impose a search and seizure of a student's materials (purse, bookbag, gym bag, clothing, locker, automobile, etc.) if there is a reasonable suspicion that illegal or unlawful materials are being held in that area. This is vital to maintain the security and safety of the student body and the staff. If a student refuses to cooperate, the school resource officer will be contacted.

## SURVEILLANCE CAMERAS

The elementary school and Triad Local School District buses are equipped with a system of surveillance cameras which were installed as a means of promoting student safety. The images captured by the cameras may be used to enforce the student code of conduct as they assist school authorities in determining fair and appropriate disciplinary measures.

## Bullying and other Aggressive Forms of Behavior

Taken from the Violence Prevention WORKS website, home of the OLWEUS Bullying Prevention Program, ([http://www.violencepreventionworks.org/public/faqs.page#Answer\\_numberCoQ2](http://www.violencepreventionworks.org/public/faqs.page#Answer_numberCoQ2)) the ‘frequently asked questions’ sheet provides the following clarification as to what defines aggressive behavior as bullying:

- (1) the negative behaviors are intentionally targeted at a specific individual (it isn’t an accident that this incident happened);*
- (2) the repetitive nature of bullying (it isn’t usually a one time event); and*
- (3) the power imbalance between the students.*

These three components of bullying are important to remember as both parents and educators, being sure to recognize that not all mean behavior is bullying – it is just that – MEAN behavior. This is not to suggest that mean behavior should not be given an appropriate consequence. To raise children well, such behavior must be appropriately addressed. However, before a label of ‘bully’ is given to a child or an adult, the three components described previously should exist.

The OLWEUS Bullying Prevention Program used in Triad Local Schools is often mistakenly thought to be a classroom curriculum, providing for teachers and students a series of lessons to cover in the course of a school year. However, OLWEUS is not a curriculum, but rather a framework which has at its core the purpose to bring about a complete systems-change (school-wide, classroom, individual, and community). This occurs through the changing of the systems and the systems’ culture of acceptance for negative, at times bullying, behaviors by proactively teaching desired replacement behaviors. Built upon the taught framework of classroom meetings in which all staff members are trained, students are overtly taught within weekly classroom meetings positive behaviors to enhance already positive social interactions and/or replace those negative interactions that can become labeled ‘bullying’ when the three criteria detailed above are evident: negative actions/behaviors that target an individual, the repetitive nature of these actions, and the real or perceived imbalance of power between the aggressive student and the victim. The class meetings also act as an avenue through which both teachers and students alike can discuss issues of concern within the school setting and, most importantly, develop a rapport of trust that will, hopefully, encourage peer to peer support, but also teacher-student trust where bullying can be reported in complete confidence.

Verified acts of aggressive behavior, regardless of its label (i.e. bullying which includes cyber-bullying, harassment, etc...) and where it may take place (classroom, playground, school bus, etc...), will not be tolerated within Triad Local Schools and will be considered a major discipline offense, an offense which may/could result in the possible suspension of any individual either engaged in such behavior OR falsely reporting that such behavior has/is taking place.

While bullying is difficult at times to define and even harder to ‘catch,’ the information below, taken from the stopbullying.gov website (<http://www.stopbullying.gov/what-is-bullying/definition/index.html>), is helpful in defining the three main categories of bullying behavior.

**“There are three types of bullying:**

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone’s things
  - Making mean or rude hand gestures”

Another form of bullying is also evident in our society and that is cyber-bullying. Taken from the stopbullying.gov website (<http://www.stopbullying.gov/what-is-bullying/definition/index.html>), the following gives concrete details as to what cyber-bullying is:

*“Cyber-bullying is **bullying** that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.”*

- Cyberbullying: To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. Cyberbullying includes, but is not limited to the following:
  - posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
  - sending e-mail or instant messages that are mean or threatening or so numerous as to drive up the victim's cell phone bill;
  - using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as Youtube;

- posting misleading or fake photographs of students or school staff members on web sites.

Once a child has experienced the consequences described in an approved classroom or grade level discipline plan and there continue to be violations of classroom or school-wide rules, the child may be referred to the building principal. At this point, the building principal will become responsible for directing subsequent disciplinary consequences. Because each child is unique and because there are variables unique to each situation, the resulting consequence (s) will be administered on an individual basis.

Due process procedures will be followed in all discipline cases. Severe behaviors like those mentioned above may result in a consequence beyond detention. As an example, the typical consequence for physical aggression (first offense) is 3 hour after school detention. The consequence may be more severe if the situation warrants. When warranted, local law enforcement will be contacted.

Please note: All policies, procedures, and regulations of Triad Local Schools, including the policies stipulated within the elementary student and staff handbooks, are in effect at and in any and all school sites and properties, including transportation vehicles, and at any and all school-sponsored events, regardless of the property on which they occur. Misconduct by a pupil/s that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, shall be subject to the punishment defined in district policy or this handbook.

HIB Rubric - Harassment, Intimidation, or Bullying Rubric				
Verbal	Physical	Social/Relational	Sexual	Procedures & Consequences
Harm to someone's self-esteem or feeling of safety	Harm to someone's body or property	Harm to someone's group acceptance	Harm of a sexual nature to someone's self-esteem, feeling of safety, body, or property	It is important to recognize that each incident will be dealt with individually as all circumstances will be different.
LEVEL 1				
Teasing name calling insulting remarks verbal harassment - includes cyber-bullying.	Pushing shoving hitting aggressive behavior.	Purposeful exclusion - telling others not to be someone's friend. Gossiping & starting or spreading rumors.	Bullying policies & procedures do not replace sexual harassment laws and Triad discipline procedures. Automatic level 2.	-To be considered harassment, intimidation, or bullying a behavior has to happen more than once. First Occurrence May Include: -Parent contacted -Referral completed and logged -Warning given -Lunch Detention Second Occurrence May Include: -Parent contacted -Referral completed and logged -One Hour After School Detention -Third Occurrence May Include: -Parent contacted -Referral completed and logged -Two Hour After School Detention



LEVEL 2				
Any level 1 that has occurred more than 3 times. - Purposely embarrassing or humiliating another student - Slander - Insulting comments about intelligence, size, ability, race, religion, ethnicity, or gender	Any level 1 that has occurred more than 3 times. - Biting, scratching - Tripping, causing a fall - Threatening gestures - Threatening physical harm - Damaging property - Stealing/hiding or purposefully taking someone's property	Any level 1 that has occurred more than 3 times. - Purposefully embarrassing or humiliating another student - Teasing publicly about clothing, looks, relationships, socio-economic status	Automatic level 2 - Sexual comments - Leering - Gestures - Actions or comments based on a person's sexual orientation - Sexual harassment verbal and teasing in nature	First Occurrence May Include: - Parent contacted - Referral completed and logged - After School Detention or - Thursday/Friday Night School Second Occurrence May Include: - Parent contacted - Referral completed and logged - 3 Thursday/Friday Night Schools Third Occurrence May Include: - Parent contacted - Referral completed and logged - 3 Day Suspension
Level 3				
Any level 2 infraction that has occurred more than once. - Making repeated and or graphic threats (harassing) - Practicing extortion (such as taking lunch money) - Threatening to keep someone silent (if you tell...)	Any level 2 infraction that has occurred more than once. - Assault, battery, fighting - Physical cruelty - Repeatedly acting in violent, threatening manner	Any level 2 infraction that has occurred more than once. - Extortion - Harassing racial, religious, ethnic, gender, disability, or sexual oriented slurs or insults	Any level 2 infraction that has occurred more than once. - Displaying sexually explicit pictures or objects - Verbal sexual harassment with the intent to emotionally harm - Unwanted physical contact	- First Occurrence May Include: - Parent contacted - Referral completed and logged - 3 Day Suspension Second Occurrence May Include: - Parent contacted - Referral completed and logged - 5 Day Suspension Third Occurrence May Include: - Parent contacted - Referral completed and logged - 10 Day Suspension with -Recommendation for Expulsion

## PLAYGROUND

The safety of students on the playground is critical for an enjoyable recess for all students. The **Triad Rules - Respect Self, Respect Others, Respect Property** extends to the playground. The PBIS behavior matrix will be the basis for what the Triad Rules look like on the playground. It will be the responsibility of each classroom teacher and each grade level team to plan effective lessons demonstrating appropriate and acceptable playground behavior. The following examples will be used as general guidelines for the playgrounds. Teachers must teach acceptable playground behavior to the students. Additional reinforcement from our Parent Partners in these expectations is appreciated!

- Students should respect fellow students and avoid pushing, shoving, tackling, hitting, or other such activity that may be considered disrespectful.
- When students are playing tag, they may tag but not grab or capture their classmates.
- Fighting (physical and verbal) is never permitted at school. Solve problems using words and get a teacher to help if needed.

- Students should let their classmates know when they are using language or behavior that makes them feel uncomfortable. If the behavior continues, an adult should be notified.
- Students should never take anything belonging to another student to play keep away or any similar game.
- Any playground balls that bounce out of the standard play area are not to be retrieved without permission.
- Any playground balls that are kicked onto the roof of the school, intentionally or unintentionally, will be retrieved by the maintenance staff. However, the retrieval of balls will not happen on a daily basis and will only occur as the work schedule of the maintenance department allows.
- Teachers should instruct their class in the proper use of all playground equipment (down slide & not up, no standing on swings, etc.) Examples include, but are not limited to, the following:
  - Merry-Go-Round: Students are to sit in the designated areas of the Merry-Go-Round and pull on the white center desk to make the equipment go around. Students are NOT to run alongside and push the Merry-Go-Round due to safety concerns.
  - Gaga Ball: Students are to follow the rules of Gaga Ball at all times. Students are not to sit on the sides of the Gaga Ball pit at any time.
  - Slides: Only slide down the slide on your bottom. Walking up the slide is not permitted due to safety concerns and irregular wear on the slides.
  - Swings: Swing front to back sitting on your bottom. Standing on the swings is not permitted due to safety concerns and irregular wear on the swings.
  - Support Poles: Poles that are a part of a part of the support structure of the playground equipment are not to be used in play, such as climbing up and/or sliding down.
  - Monkey Bars: Climb across monkey bars using your arms; do not sit on the money bars.
  - Mulch: Since mulch is not a piece of playground equipment but a safety feature of our playground, it is important for all mulch to remain on the ground at all times. Mulch should not be picked up off the ground for any reason and/or thrown for any reason or at any person.
  - High Parallel Bars: The high parallel bars are not designed for sitting. Also, for safety reasons, do not hang by your knees from them.
  - Personal Toys: While it is not encouraged, students are allowed to bring personal toys, such as basketball, footballs, etc...as long as those toys are used in an appropriate fashion for an elementary playground/recess. The principal and staff reserve the right to ban personal toys at any time the use of them compromises safe play.
- Students must stay in the designated playground area and not venture out of the supervising staff member's sight.
- Students should line up promptly when the whistle is blown. There should be no pushing or crowding into the line.
- When students re-enter the school following recess, it will be very important to remain as quiet as possible so as not to disturb classes that are in session.
- Football playing is permitted only in the grass area. All football must be touch or flag and there should not be no tackling or rough blocking. On days when the grass area is off limits, football games are not permitted on the blacktop. It is okay for students to pass a football on the blacktop areas.

\*\*\*The administration reserves the right to ban footballs and the playing of football in the event the play becomes too rough for the elementary environment.

\*\*\*Note to parents-If there is a temporary condition that prohibits your child's participation in and/or need to remain inside during outside recess, a written parental note **MUST** be given to the classroom teacher. A written parent note will be acceptable for up to a week of non-participation in outside recess. If a longer period of non-participation is required, a medical excuse must be provided.

## STUDENT PROPERTY

Students are not to bring valuables, collectibles, electronic games, toys, and other similar items to school without prior approval. The school will not be responsible for these items if they are lost, stolen, or damaged. Collectibles include, but are not limited to, items such as Pok-e-mon and sports team cards that can have values which exceed retail cost.

Please note: **It is strongly suggested that elementary students NOT have in their possession a cellular phone meant for personal use during the school day.** However, if a parent/guardian wishes for his/her child to have a cell phone in his/her possession for use after the school day, the parent assumes all liability for this phone. The school does not assume responsibility for any cell phone that may be stolen or damaged during the school day. Also, any child that has a cellular phone in his/her possession is to understand that all such phones are to remain off and in the child's book bag and/or locker for the entire school day, including any time spent within vehicles owned and operated by the school district. Students are expected to follow each teacher's classroom management plan regarding cell phones and students could face consequences for violating the classroom policies. Students who text parents asking to be picked up from school without the office's consent will be considered unexcused.

Student property:

\*\*\* Parents: please remember that some situations using the cell phone or electronic device, such as to take unauthorized pictures, pictures taken in the restroom, or harassment with the phone, can be considered a more serious offense that can lead to serious consequences and could lead to legal action under state law.

## STUDENT DRESS

Student dress, including dress, accessory, or hairstyle, is considered to be, primarily, the responsibility of parents. However, the following expectations are in place to ensure that the standard of dress is acceptable, does not interfere with the health or safety of the individual or others, and does not interfere with the educational process as determined by the principal:

- Pants/shorts are to fit on the waist at all times, including when the child is seated.
- Jeans with holes are discouraged within the elementary building; however, if jeans with holes are worn, the holes must not be of a size that allows others to see undergarments during normal activities of an elementary school day.
- Shorts and/or skirts are to be of such a length that the undergarments of the elementary student will remain appropriately covered during his/her normal activities within an elementary school day.
- **Shorts are not to be worn from November 1 through March 31.**

- Tank tops are an acceptable style of dress. However, no spaghetti straps or halter tops are to be worn without a sweater/shirt worn over the shoulders.
- Midriff tops, or any tops that expose the midriff area, are not appropriate for the elementary school day.
- Hats are not to be worn in the school building during the school day except for special rewards days approved in advance.
- Sweatshirts with hoodies are acceptable; however, the hood is to remain down during the school day when the student is inside the building.
- Shirts are not to have any statements or pictures that are inappropriate to be worn during the school day (i.e. shirts mentioning alcoholic beverages, etc...).
- Shoes with wheels are not to be worn at school.

\*Please note that flip flops, open-toed shoes, and backless sandals are highly discouraged for safety reasons. Regardless of the type of shoe worn, shoes must be worn at all times. Students will **not** be allowed to remove flip flops, sandals, etc... when at play on the playground. The playground monitor has the right to restrict play if the shoes worn are making such play dangerous.

\*Please note that the school staff also reserves the right to determine if a child's dress is incompatible with the existing temperature during his/her outside recess. Temperature changes can, at times, be significant from what was expected for the day. In such cases where a child does not have the proper attire, he/she may be kept inside for his/her own protection. (This does not apply to those students who have a coat but do not have a hat or gloves.)

#### Student Dress:

If the attire of a student does not meet the criteria defined in the preceding paragraphs, the classroom teacher, on the first offense, will remind that student, as well as the parents/guardians, via a note in the agenda, email, or a message in an electronic messaging platform, such as Remind or Bloomz, of the dress code requirements. On the second offense, the classroom teacher will notify the building principal who may ask the student to change and/or call the parents about the concern and possibly request that a change of clothing be brought to school. Please note that the principal reserves the right to have the child change his/her clothes in cases where the dress code violation is particularly egregious and/or disruptive to the educational process, regardless of the number of previous infractions. Clean clothing stored in the medical clinic will be used in such cases.

As students mature and desire to pick out their own style of dress for the school day, encourage them to ask these questions:

- Does my clothing allow too much of my skin to show, especially for school? (No)
- Will my clothing stay in place while I do all the activities I do at school and I will not be embarrassed by my clothing showing parts of my body I want to remain covered? (Yes)
- Does my clothing advertise something that is against the law for someone my age? (No)
- Are there mean, rude, obscene, profane, drug-related, gang-related messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)

- Do I feel comfortable with my appearance? (Yes)

Clothing that is appropriate in some social settings is not always appropriate for the school setting. These questions will help students to begin discerning those differences.

\*Please note- Students who are representing Triad Elementary at an official function or public event may be required to follow specific dress requirements. Please speak to the sponsor of the event directly to discuss this requirement if you have any questions.

## GUM IN THE BUILDING

Gum, except in rare exceptions, is not to be chewed in the elementary building during the school day.

## TOBACCO & VAPING CONSEQUENCES

1st offense of possession/use of tobacco products and/or vape:  
1 day of In School Suspension with a required educational piece

2nd offense of possession/use of tobacco products and/or vape:  
2 days of In School Suspension with required meetings with building principal, school navigator Malone for a screening, Superintendent Hoffman and SRO Dixon.

3rd offense of possession/use of tobacco products and/or vape:  
5 days Out of School Suspension with referral to SRO Dixon for potential charges/ticketing

4th offense of possession/use of tobacco products and/or vape:  
10 day Out of School Suspension with recommendation for expulsion and SRO Dixon contact for potential charges/ticketing

### **Potential other consequences include:**

Long term suspension  
Expulsion  
Loss of parking pass  
Loss of drivers license  
Court / Charges  
Loss of athletic privileges

## FIELD TRIPS

Your child's class may be involved in a field trip during the school year which will be well supervised by school personnel. Children will be expected to use the same behavior that is accepted at school. During any field trip,

the school staff present will have the ultimate authority and responsibility over and for the students in attendance. Any adult guests (parents, grandparents, etc...) are expected to act only under the direction of the staff in charge of the event. Adults who interfere with the duties/responsibilities of the staff and/or official chaperones will be asked to remove themselves from the student group/s.

## **SCHOOL CLOSINGS**

Fog, snow, ice and other weather conditions sometimes require changes in the school-operating schedule. Safety of students is of primary importance in making a decision about closing school and/or delayed openings. Notifications regarding delays and closings will take place through calls and texts from the district's School Messenger system. Parents are encouraged to update all phone numbers at the beginning of each year and when changes occur during the school year to ensure receiving these calls. Parents are also encouraged to opt in for text alerts. Please note that calls will occur automatically to the primary numbers provided to the school/district with no action needed on the part of you, the parent. However, text alerts are not sent automatically. Parents must sign up for text alerts and are encouraged to do so as explained above. While conditions do not always allow for this, every effort is made to notify the school community of delays and closings prior to 6:00 a.m.; our fleet begins their pick-up about 5:50 a.m. on normal operation days.

When there are school delays, students should not be dropped off until the delayed start time. In addition, it may become necessary, because of weather and other emergency conditions, to send students home early during a school day. Again, the School Messenger system will be activated to notify parents of this occurrence. Radio and television stations will also be contacted as early as possible in advance of releasing students. Parents should have alternative plans for younger students in the event an emergency closing becomes necessary after schools are in operation for the day.

## **EMERGENCY COMMUNICATION PLAN**

In the event of an emergency situation, the following practices will be utilized to disseminate information to parents and the community when appropriate. Please keep in mind that calling the school directly or coming to the school in an emergency situation can negatively impact both the first responders and the school's ability to deal with the emergency situation.

Mass Communication System: School Messenger and the school text for those who sign up to receive school information texts.

Social Media: school and district Facebook and Twitter

Standard Telephone: Please call 937-826-4961 as a district emergency hotline in the event of an emergency situation to receive information. The goal is to keep other lines free for communication with emergency responders and others.

School Website and School Email: Up to date information will be posted on the school website and messages may be sent to email addresses.

## **FIRE, TORNADO, AND SAFELY DRILL**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an announcement on the public address system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and, when appropriate, the orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow based upon the situation. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## GRADING PHILOSOPHY

### Triad Grading Philosophy

Student grades will solely reflect academic achievement. When determining grades, teachers will use their professional judgment based upon the following principles:

1. Achievement expectations will be clearly communicated to students.
2. Students will have opportunities to practice and receive feedback before they are assessed summatively.
3. Formative assessments are not included in grade determination.
4. Student conduct and effort will be reported separately.
5. Teachers will use multiple data points to determine achievement, emphasizing the most recent data.

## GRADING SYSTEM

Letter grades in the 1<sup>st</sup> - 4<sup>th</sup> grades are based primarily on the letter grade system linked to the percentages shown below. It is expected that reasonable evidence be maintained by the teacher and shown upon request to substantiate the summative/final grade for each grading interim and/or period.

\*All grades appearing on the grade card will be recorded in letter format.

**"A": indicates superior work, above grade level expectations.**

**90-100% = A**

**"B" indicates work of good quality, slightly above grade level expectations.**

**80-89% = B**

**"C" indicates work of average, on grade-level expectations.**

**70-79% = C**

**"D" indicates work below average.**

**60-69% = D**

**"F" indicates work that is failing.**

**59% and lower = F**

"I" indicates work is incomplete and there is not enough evidence to determine a student's mastery of the standards being assessed. The "I" will be changed to the appropriate grade when the work is completed and provides sufficient evidence to the student's mastery.

Students in kindergarten are evaluated on a continuous progress basis for all or part of the curriculum. All teachers at Triad Elementary carry the responsibility for their own grades.

To ensure that parents are getting a better picture of their child's mastery of the academic material, work ethic and conduct characteristics are being removed from consideration when determining the academic grade. Work ethic and conduct will each be given their own rating based on the rubric below:

Work Ethic Characteristics

- completes classwork and homework
- on time and prepared for class
- works well independently and in groups, in all settings
- doesn't give up easily

Conduct Characteristics

- respects self, others and property
- follows all directions given
- accepts responsibility for personal decisions and actions
- shows kindness to peers and adults

**O-outstanding**

- meets all characteristics and goes beyond

**S-satisfactory**

- meets all characteristics

**N-needs improvement**

- meets some characteristics

**U-unsatisfactory**

- rarely meets characteristics

## **Interim Reports and Grade Cards**

\*\*\*Interim reports are no longer distributed to elementary students at the midpoint of each grading period. Parents/Guardians are encouraged to use the electronic grade book called *Progress Book* to monitor their child's progress in between report cards that are sent home at the end of every grading period. If you do not already have a parent account set up, you can find directions on how to do so on our district website [www.triad.k12.oh.us](http://www.triad.k12.oh.us) . Click on the heading/link titled *Forms and Links*. On the *Forms and Links* page, the heading LINKS can be found on the right side of the page. Under the heading **Parent Resources**, look for the **Progress Book**. Click on the **ProgressBook** link. This will take you to step-by-step directions for setting up a parent progress book account. **The needed registration key can be obtained by calling the building secretary at (937) 826-3102.** Parents/guardians are also encouraged to contact their child's teacher whenever they have a concern.



## **Grading Quarters**

### **1st Quarter/Nine Weeks: 8/18/22-10/13/22**

Grading Window: Opens 12:01 a.m. Thursday, 10/13/22 - Closes Tuesday, 10/18/22 at 11:59 p.m.

Grade cards go home: Friday, 10/21/2022

### **2nd Quarter/Nine Weeks: 10/18/22-12/22/22**

Grading Window: Opens 12:01 a.m. Tuesday, 12/20/22 - Closes Wednesday, 1/4/23 at 11:59 p.m.

Grade cards go home: Monday, 1/9/2023

### **3rd Quarter/Nine Weeks: 1/5/23-3/09/23**

Grading Window: Opens 12:01 a.m. Thursday, 3/09/23 - Closes Tuesday, 3/21/23 at 11:59 p.m.

Grade Cards go home: Friday, 3/24/2023

### **4th Quarter/Nine Weeks: 3/21/23-5/23/23**

Grading Window: Opens 12:01 a.m. \*Tuesday, 05/16/23 - Closes Wednesday, 5/24/23 at 11:59 p.m.

Grade cards **mailed home** the week of June 12, 2023

## **UNDERSTANDING THE THIRD GRADE READING GUARANTEE: What You Need to Know (ODE website)**

**\*\*Please note - there is a bill (HB 497) currently before the Ohio Senate which, if passed, would eliminate the retention requirement of the Third Grade Reading Guarantee. Triad Local Schools will keep parents, staff, and students updated.**

**If you are the parent of a child who has trouble learning to read, you need to know about Ohio's Third Grade Reading Guarantee. The guarantee says that your child's school has to determine how well he or she is reading at the beginning of each school year from kindergarten through grade 3.**

**If your son or daughter is not reading as well as expected, the school must create a plan to help your child improve. You will be involved in creating this plan. The plan will describe the help your child will receive to get him or her reading on grade level. If your child still is not reading as expected by the end of third grade, the school must keep your child in third grade when the next school year begins.**

**There may be some exceptions to retention for a student who has not met the reading requirement by the end of his/her third grade year:**

- **If the student is learning to speak English;**

- If the student is on an Individualized Education Program (IEP) and the IEP says he or she cannot repeat grade 3 because of reading;
  - If the student has received reading help for at least two years and has repeated a grade before;
  - If the student shows on certain tests, other than a state reading test, that he or she is reading on grade level.
- To find out if your child qualifies for any of these exceptions, talk to his or her teacher.  
Your child will have many chances to show his or her reading is improving. It's important that you keep in touch with your child's teacher so you know where things stand.

## STUDENT AWARDS

~~\*Please note: Due to the changing requirements of COVID-19, attendance awards may not be tracked or given for the 2021-2022 school year. Thank you for your understanding!~~

Students in grades K-4 will be recognized for perfect attendance maintained throughout the year. Students in grades K-4 will also be recognized for good attendance. Good attendance is defined as no more than 20.25 hours (3 days) of excused absence and 45 minutes of excused late arrivals to and/or early dismissals from school.

### 4th GRADE AWARDS

#### Academic

Students in grade 4 will be recognized at the end of the year for the honor roll based upon the following criteria:

- Students receiving A's in all subjects where letter grades are assigned will be given the *Principal's Award*.
- Students receiving A's and B's in subjects where letter grades are assigned will be given the *Honor Roll Award*.
- Students may receive up to 1 C and all other grades A's and B's to be given the *Academic Award*.

#### Other Awards:

During the last week of school, students in grade 4 will have an assembly to present the following awards:

Honor Roll	Music Awards
Academic	Citizenship
Perfect Attendance	PE Awards
Good Attendance	

## INJURIES, ILLNESS & MEDICATION

When a student complains of being injured or becoming ill at school, he/she should be evaluated immediately by the supervising teacher and, when needed, he/she should be sent or escorted to the nurse with a nurse referral form for first aid treatment. At any point that first aid is administered, the school nurse enters a student accident/illness log. If an injury is determined severe enough that a child is sent home or emergency services are called, a student accident report must be completed and a copy given to the principal. **Parents/Guardians must provide the school with alternate emergency contact numbers (work number, cell phone number, relative,**

**etc.) in case they cannot be reached at the primary number indicated.** These numbers can be easily updated on Final Forms.

The ideal situation would be for the nurse to handle all injuries and problems; however, we are a school and not a hospital or urgent care clinic. The nurse is responsible for three buildings and may, at times, be available only for an emergency. If there is a problem at school, a nurse office referral form will be filled out and a copy will be sent home with the student. Parent/Guardian calls will be made when, in the judgment of the nurse, the situation warrants an immediate parent contact. In the event of a head injury, as a precautionary measure, parents/guardians will be called even in situations where the nurse deems the injury to be minor. The child will be assessed and monitored throughout the day. Any student being sent home by the school nurse must first be signed out by the parent/guardian in the school office.

In the event that it becomes necessary for medication to be administered at school, two things must first happen:

- **A Physician's Request for the Administration of Medication by School Personnel** must be completed and signed by the child's doctor (this is also true for inhalers and bee sting kits) each year for students to receive prescribed medications at school.
- **A Parent's Request for the Administration of Medication by School Personnel** must be completed and signed by the child's parent or legal guardian each year for students to receive OTC medications at school.

All student medication must be stored in the office of the school nurse. The parent/guardian of the student needing medication must bring the required forms and the medication (in the original container) to the school nurse or school office personnel. The student will need to go to the nurse at the designated times to take the medication. **Medication is never to be sent to school with and delivered to school staff by a student.**

## PHYSICAL EDUCATION

All students have been scheduled to participate in physical education. If a child is physically unable to participate in physical education, a doctor's written explanation is required. Gym shoes are required during P.E. class. Gym shoes worn outside are not to be worn on the gym floor. Students' gym shoes will be worn for gym class only and kept at school. No special gym clothes will be required for students, although it is suggested that appropriate clothing for activity be worn on PE days. NO dangling jewelry is to be worn in PE classes, and all students shall accept the responsibility for their own valuables and clothing.

## LIBRARY

Every student in the elementary school may check out three books during his/her library time. When all three books are returned or renewed, he/she may check out a total of three more books. Letters will be sent home regularly to the parents/guardians of students with past due books. If books are lost or damaged excessively, the student will be assessed a fee equivalent to the value of the library book or books. A student will not be permitted to check out additional books until the debt has been paid. Also, please note that once a book has been declared

lost and the fee/debt is paid for that book, if, in the future, the book is found, the book becomes the property of the student. No refunds will be issued in such cases.

## PARTIES

Parties can be given at all grade levels but should follow these basic guidelines:

- They should be scheduled as close to the end of the instructional day as is reasonably possible.
- They should (if possible) be thematically linked to the curriculum so as to allow for participation of students with varying religious beliefs.
- Birthday parties of reasonable length (i.e. having cake and ice cream or a birthday treat with the class - not a full-blown party with games and favors, etc...) are acceptable, and prior arrangements must be made with the classroom teacher.

## BUS REGULATIONS

*Students will have only one pick-up and one drop-off location each semester. (Due to child care needs, the pick-up location may be different from the drop-off location.)* If a permanent change in transportation becomes necessary, parents/guardians must submit a bus add/change form to the transportation coordinator. This form is located on our district website under the transportation department link. Changes will not be in effect until parents/guardians are notified by phone from the director of operations/transportation coordinator. Emergency requests for bus route changes will only be approved in a family emergency situation and only by the director of operations/transportation coordinator. The principal does not have the authority to approve a change in bus stops unless the transportation coordinator is out of the office on the day an emergency request is made. It is the responsibility of the parent, not the school, to solve temporary scheduling problems by arranging rides or supervision with relatives or neighbors. Once again, non-emergency, daily requests are very difficult to process, and an error can result in a child arriving somewhere he or she is not expected. We appreciate your cooperation and understanding. Parents/guardians are also reminded that they are responsible for the safety of their child while going to or coming from the bus stop and while waiting at the bus stop.

Cooperation is essential in assuring the safety of all students who are transported by the school bus. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students who fail to follow proper safety procedures while riding the bus will receive disciplinary consequences. A student may be suspended from the bus for repeated or severe safety violations. Students are asked to follow these rules:

### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);

- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle; and
- go immediately to a seat and be seated.

It is the parents'/guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- observe the same conduct as in the classroom;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe;
- transportation of students and/or endangers students or employees; or make loud noises which might disrupt the driver; and
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe; and
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

### Videotapes on School Buses

**The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.**

## BUS DISCIPLINE PROCEDURES

- 1<sup>st</sup> offense - Bus drivers will offer no more than 3 verbal and/or written warnings with on bus interventions to students. The student's behavior will be documented for each incident. Parent notification will be provided prior to referring discipline to the principal.
- 2<sup>nd</sup> offense - Letter will be sent home with copies of the conduct report and student may receive a one (1) hour detention after school or suspension of a daily activity/privilege.
- 3<sup>rd</sup> offense - Student may receive a three (3) day suspension of bus riding privileges.
- 4<sup>th</sup> offense - The student may receive a five (5) day suspension of bus riding privileges.
- 5<sup>th</sup> offense - The building principal will be notified and the student may receive a ten (10) day suspension of bus riding privileges.
- 6<sup>th</sup> offense - The building principal will be notified and the student may receive a suspension of bus riding privileges for the remainder of the school year.

\*The principal has the option to impose a more severe consequence at any step.

## GIFTED & TALENTED PROGRAM

At the elementary, gifted and talented services are coordinated by the regular education teacher with assistance from our Chief Academic Officer. Students are identified for the gifted program in several ways. Through our iReady application, students in grades 3-8 will be screened three times per year in both math and language arts. Students in grades 2 and 5 will be screened for both superior cognition and creative thinking as well. ~~Eligible students will also be screened for creative thinking.~~ In addition to these opportunities, there will be two referral windows in which any student can be referred for gifted testing. A student may be referred by himself/herself, his/her parents, peers, or teachers. Students in grades 3-4 who have been identified by formal testing as gifted in the superior cognitive realm or one or more specific academic areas are serviced according to the needs identified. Services are provided to the fullest extent possible within the regular education environment through the practice of purposeful and engaging instructional strategies. In some instances, students may be pulled for special projects in order to provide for peer group instruction in specific topics.

## PARENT INVOLVEMENT

Parent involvement at the elementary is encouraged as a means to develop and maintain an in-depth and positive relationship between parents and school personnel. Parents are encouraged to become active members in the PTA, act as reading tutors within our classrooms, partner with teachers as room parents, volunteer to assist with needs in the office, and other various opportunities.

The mission of the Triad Local Schools is a monumental task, and school personnel cannot accomplish this without strong parent and community support. Please contact your child's teacher or the principal if you desire to be a Triad Elementary volunteer.

In an effort to maintain student safety, all elementary school volunteers will need to undergo a background check. Background checks can be done by appointment at our district's Central Office. Please call (937) 826-4961 to schedule an appointment and inquire about any applicable fees.

## PROFESSIONAL QUALITIES

Triad Elementary School receives federal money to support a portion of our reading intervention program. In accordance with the ESSA of 2015, we are required to notify all parents in our building of your right to request information related to the qualifications of your child's teacher(s). This information is available through the school office and can be requested at any time by interested parents. Please call the building principal at 826-3102, ext. 4003 if you would like information related to this provision of federal and state law.

## PROGRESS BOOK

We offer parents of students in grades 1-4 an opportunity to access the grades for their children at any time through a secure web server. If you do not already have a parent account setup, you can find directions on how to do so on our district website [www.com.k12.oh.us](http://www.com.k12.oh.us). Under the *Parent Resources*, look for *Progress Book*. Click on the *Progress Book* link. This will take you to the step-by-step directions for setting up a parent progress book account. **The needed registration key can be obtained by calling the building secretary at (937) 826-3102.**

## SUPPLY LIST FOR K - 4TH

Supply lists for each grade level can be downloaded from the school website on the elementary school page or secured from the elementary office.

## NURSING FORMS

Forms necessary for the administration of medicine, both non-prescribed and prescribed, can be found on the district's website at [www.com.k12.oh.us](http://www.com.k12.oh.us) under Parent Resources.

# BOARD POLICIES

## **Statement of Prohibition Against Harassment, Intimidation, and Bullying (per Board Policy 5517.01)**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Triad Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

## **HOMELESS STUDENTS**

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

Erin Webb  
Director of Student Services  
937-826-4961 ext. 4107

## **CHILDREN AND YOUTH IN FOSTER CARE**

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

## **DIRECTORY INFORMATION/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The school follows the guidelines of FERPA regarding all student records. Parents who do not want directory information released to college, universities and military recruiters should contact the Guidance Office. Directory information is as follows: student name, address, telephone number, date and place of birth, major field of study,



participation in officially recognized activities/sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation and awards received.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all “directory information” upon written notification to the school.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

## **BOE Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

### **A. Curriculum Content**

**Review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society.**

### **B. Student Access**

**Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.**

### **C. District Support**

**Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.**

**D. Student Evaluation**

**Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.**

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03

A.C. 3301-35-02(A)

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 6101 et seq.

34 CFR Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

Title III of the No Child Left Behind Act of 2001

Revised 9/93

Revised 11/17/03

Revised 9/97

Revised 5/17/05

Revised 6/23/03

**STUDENT ACCEPTABLE USE POLICY**

We in the Triad Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Triad Local Schools technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Users must** respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

**Users must** respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all school district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

**Users must** respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing)

**Users must** respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.

3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may**, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

### **Consequences for Violation:**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring:**

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

### **Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

**Student Name**

**Student Signature**

**Date**

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