

**2024-2025 EAST CLINTON LOCAL SCHOOL DISTRICT  
KINDERGARTEN STUDENT HANDBOOK**

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**EAST CLINTON ELEMENTARY**

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*Compact on Respect*

*As a member of the East Clinton Elementary community, I will  
show my strength by...*

*Greeting others I meet with acts of friendliness and kindness,*

*Taking responsibility for my own actions and how they affect  
the people and environment around me,*

*Being truthful and honest to myself and others in all that I say  
and do as a sign of respect for myself and others,*

*Treating all persons in ways that I would like them to treat me,*

*And recognizing that each person is different and has an  
individual contribution to the community.*

## **EAST CLINTON LOCAL SCHOOLS MISSION STATEMENT**

The East Clinton Local School District will work as partners with students, business and industry, and the community to continuously improve student performance by:

- Providing authentic, relevant learning situation.
- Providing a flexible and integrated learning environment in which all stakeholders work independently and/or collaboratively to solve problems.
- Promoting student ownership of their educational process.
- Incorporating current technologies in teaching and learning.
- Nurturing each student's sense of self-worth and contribution to the school community.
- Modeling and encouraging respectful and equitable treatment of others so that students achieve the levels of knowledge and skill required for working, living, and learning in a knowledge-based society.

## **EAST CLINTON LOCAL SCHOOLS VISION STATEMENT**

East Clinton Local Schools will be a community of actively engaged learners where all stakeholders work together in a safe, supportive, orderly environment to provide fundamental knowledge and challenging new ideas for an ever-changing world in order to promote each individual's lifelong success.

## **ATTENDANCE**

### **I. Goal**

The goal of East Clinton Local School District is that no student should miss any days of school without a legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success.

### **II. Attendance Guidelines**

- A. According to the Missing Child Act, a student's parent/guardian is required to contact the school office prior to or the actual day of the absence.
  1. Please leave a message if the call is placed during non-school hours.
  2. An automated message will be sent to families on the day of the absence if prior notification has not been made.
  3. Written notification is acceptable if sent to school prior to the day of the absence.
- B. A letter from the building principal will be sent to parents after five, ten, and fifteen unexcused absences. If a note or phone call is not provided to the school by the parent or guardian within 48 hours of the child's return to school, the absence will be unexcused.

- C. Students who accumulate five (5) unexcused absences within a school year may be referred to Clinton County Court Mediation. Ten (10) unexcused absences can result in truancy charges being filed with Clinton County Juvenile Court.

From time to time, students may miss several days of school due to illnesses and other extenuating circumstances. The school will consider these unique situations when reviewing a student's overall attendance record. It is the responsibility of the parents to provide proper documentation for these absences.

### **III. Legitimate Excusable Absences**

After a student has accumulated ten (10) absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a child who has been absent for ten (10) days in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than ten (10) days in a school year not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within 48 hours of the child's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within 48 hours of the student's return to school, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.
- B. **Long Term Personal Illness:** If the child suffers a long-term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the child was seen personally by the doctor, the reason for the child's continued inability to attend school and provide specific dates which are to be excused. A doctor's excuse must be provided to the school within 48 hours of the child's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within 48 hours of the student's return to school, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.
- C. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within 48 hours of the student's return to school. If verification is not accepted by the school, a copy of the document(s) and the original(s) will be returned to the student with a notation as to why it was refused, e.g., verification not provided within 48 hours of the student's return to school, verification not from a physician, etc. A copy of the refused document(s) will be maintained in the student's file.
- D. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as fixed by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within 48 hours of the student's return to school; If verification is not accepted by the school, a copy of the document(s) and the

original(s) will be returned to the student with a notation as to why it was refused, e.g., verification not provided within 48 hours of the student's return to school, verification not from appropriate health officials, etc. A copy of the refused document(s) will be maintained in the student's file.

- E. Death in the Family: Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate.
- F. Observance of Religious Holidays: Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs, and the parent or guardian has notified the school in writing at least 48 hours prior to the absence.
- G. Chronic Illness: If a student is medically diagnosed as having a chronic medical condition, such written diagnosis should be submitted to the Principal of that student's building. When such diagnosis has been received by the school, and approved, the parent or guardian must contact the school to notify of any related absence. Annual medical updates are required.
- H. Vacations: Vacations shall be excused only if pre-approved by the school principal. (Up to five (5) days per year) Students with excessive absences (5 or more days in a quarter) may have such absences denied. No vacation requests will be granted during the dates of state mandated tests.
- I. Other: (Superintendent or Principal Must Approve)

#### IV. Unexcused Absences-Definitions

- A. Any absence other than those described above.
- B. No parent/guardian contact upon the child's return to school (if contact was not made prior).
- C. School suspension, expulsion.
- D. Failure to provide documentation of any excusable absence or tardy listed above.
- E. Four (4) or more instances of unexcused tardiness to or from school per semester will result in disciplinary action.
- F. Two (2) instances of unexcused half-day absences will count as an unexcused absence.

#### V. Absence Notification Procedures

- A. Immediate Notification: As a result of the Missing Child Act, **a student's parent/guardian is required to contact the school office between 8:00 a.m. and 10:30 a.m. on the day of the absence.**
- B. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with the parent/guardian to verify the absence, by phone call, automated messaging system, or other means.
- C. A reported absence may still be determined to be unexcused according to the absence policy as outlined in sections II, III, and IV Above.
- D. Ways of Reporting Absences: Absence will be considered reported if:

1. A parent or guardian calls the school the day of the absence and provides the reason for the absence.
2. A parent or guardian writes a note or sends an email to the attendance secretary; provides other required documentation to the school listing the day(s) missed and the reason for the absence(s).
3. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

Classroom learning experiences cannot be replicated. Teachers will attempt to provide learning experiences that cover material that is missed due to absences. A week's notice is required if work is requested prior to an extended absence.

### **Early Pick-ups**

1. If your child must leave early, we request that...
  - A. Written notes for planned early pick-ups for medical appointments are provided to school prior to the pick-up date.
  - B. Doctor excuses are provided following the early pick-up date for any medical appointment.
  - C. Parents report to the office to complete the sign-in/out sheet with the date, time and reason for early pick-up.
  - D. Early pickups count against perfect attendance.
  - E. **Section 3321.03 of the Ohio Revised Code Compulsory School Attendance Policy states:** "Except as provided in the section, the parent of a child of compulsory school age shall cause such child to attend a school or participate in a special education program that conforms to the minimum standards prescribed by the State Board of Education for the full time the school or program attended is in session or shall otherwise cause him/her to be instructed in accordance with law. Every child of compulsory school age shall attend a school or participate in a special education program that conforms to the minimum standards prescribed by the State Board of Education until one of the following occurs:
    1. The child receives a diploma granted by the Board of Education or other governing authority indicating such child has successfully completed the high school curriculum.
    2. The child receives an age and schooling certificate as provided in Section 3331.01 of the Ohio Revised Code.
    3. The child is excused from school under standards adopted by the State Board of Education pursuant to Section 3321.04 of the Ohio Revised Code."

### **Section 3301-51-13: Ohio State Board of Education Regulation Governing Excuses from Past Absences:**

The State Board of Education has adopted regulations governing excuses from future school attendance and past absences from school attendance within the framework of Section 3321.04, Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

The explanation for each past absence shall be made by the parent or guardian to the school principal or designee for approval or disapproval. **Parents are required to call the school between 8:00AM and 10:30AM the day of their child's absence.**

An excuse for an absence from school may be approved based on any one or more of the following conditions:

1. Personal Illness—The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the Family—The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the Home—The absences of a child from school under this condition is limited to the length of quarantine as identified by the proper health officials.
4. Death of a Relative—The absence arising from this condition is limited to a period of three days unless a reasonable cause can be shown for a longer absence.
5. Observance of Religious Holidays—Any child of any religious faith shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
6. Vacations with Parents—Will be considered an excused absence **only if school officials are notified in advance.**
7. Pediculosis (Head Lice) – the absence under this condition will be limited to a maximum of 2 days. Students not returning for a head check after 2 days must provide written documentation from a physician on the physician's letterhead to document the need for the absences in excess of 2 days.
8. Any student absent from class with an excused absence is required to make up all work missed. However, it is the responsibility of the student to see his/her teachers to obtain the work and any needed help to make up the work. Students will have two days for each day absent to make up work, with a limit of six total days. Students not making up the work will receive a grade of zero for each assignment.

#### **Unexcused Absences:**

1. Any absence for reasons other than those provided by law or board policy. (See Regulations above.)
2. No parent contact when a student is absent from school.
3. School suspension or expulsion
4. Failure to provide doctor's verification of illness upon request.

#### **CALENDAR**

**You will find the 2024-2025 East Clinton School Calendar on the school website. Please visit [www.eastclinton.org](http://www.eastclinton.org)**

## CHILD NUTRITION SERVICES

Welcome to a new school year from the Child Nutrition Services staff. Please read the procedures and rules below:

East Clinton child nutrition is starting a **trial year** for 2024-2025 school year with \*Community Eligibility Provision. Under CEP all meals, breakfast & lunch will be offered at no charge to all families.

It is recommended that each student eat a complete meal from the cafeteria. Each meal will offer several components: main entrée, vegetable, fruit, and milk. A student must take at least three of the items offered and one must be a fruit or vegetable to qualify as a free school meal. Students are encouraged to “build an Astro Combo Meal” by selecting the items they will eat; however, they must always select a fruit or vegetable on their tray. If a student wishes to bring a packed lunch from home, (no outside deliveries, ie. pizza or fast food) they may purchase milk for \$ 0.35. Ala carte items are also available for purchase at varying prices. We are here to assist your students and we wish them a healthy, productive, pleasant school year. If you have questions, please contact Anne Woodruff, Food Service Supervisor at 937-584-7455 or [anne.woodruff@eastclinton.org](mailto:anne.woodruff@eastclinton.org).

### The Child Nutrition Department goals:

- To treat all students with dignity in the serving line regarding meal accounts
- To establish a consistent department procedure regarding meal charges and the collection of charges
- To encourage parents to assume responsibility for meal payments and to promote student self-responsibility
- To support positive situations with district staff, district business policies, students and parents to the maximum extent possible.

### Meal Prices

Lunch Prices 2024-2025	Breakfast	Lunch	Reduced Lunch
Elementary	Free to all	Free under Federal Program CEP	Free under Federal Program CEP
Milk (extra or with packed lunch)	\$ 0.35	\$0.35	\$0.35
Ala Carte	n/a	prices vary	prices vary
Adult	\$ 2.50	\$4.75	n/a

### Meal Payment Procedures

Each student is given a student identification number to pay for their meals. This number can be found on Final Forms or by calling the school office. Payment is applied to these accounts by cash or check at the register in the cafeteria or using PaySchools Central described below. No change will be given at the registers. We do not keep money on hand to make change. Any money left on an account will carry over to the next school year, even when the student moves to another building within the district. At the end of 12<sup>th</sup> grade, students should zero their account by the last day of school. Refunds will only be given by check, if requested in writing., . Send requests to Anne Woodruff.



**We highly recommend PaySchools Central to have access to view your students' meal account.** PaySchools Central is a secure, easy, and convenient way to view or apply funds directly to a student meal account. There is **no charge** to create an account to view student meal/food purchases. There is also the convenience of low balance text messages. When you use PaySchools Central to apply money to an account there is a small transaction fee charged by the website for processing the debit or credit card. All cafeterias continue to accept cash or check payments. The link can be found on the school website under the Child Nutrition tab. You will need your student's meal ID #. This can be found on Final Forms or by calling the school office. If you have any questions, please call Anne Woodruff at 584-7455.

### **East Clinton Charge Policy & Alternative Meal Procedures**

East Clinton Schools' Child Nutrition Department & the Board recognizes that on occasion, students may not have meal money, either in hand or on their prepaid accounts. We do not intend to punish or keep a student from eating due to lack of money supplied by the parents. However, the Child Nutrition Dept. is self-supporting (receives no money from the district or taxes) and is directly affected when there are unpaid charges. Therefore, we will make every attempt to contact parents and collect any balance due. We reserve the option to offer an alternative meal if the charge balance becomes excessive.

1. After the first charge to the account, parent/guardians will be notified via One Call that the meal account has a negative balance. One Call notification calls will be made weekly until the charges are paid in full.
2. If the account is not current, we will attempt to reach a parent/guardian personally to remind them of balance due and make a payment plan. Parents/Guardians will continue to receive One Call notifications, letters sent home, and email notifications the account has a negative balance until the balance is paid.
3. The alternate meal offered would consist of a chef salad with shredded cheese, diced meat, crackers & dressing and milk. The student will be charged the regular meal price, adding to the balance due. This meal meets the USDA required three (3) components for a complete meal.
4. All meal charging will stop each school year 3 weeks before the last day of school.

*Trays are not taken from a student; we take great care in making certain that no student is shamed or drawn attention to because they have a negative balance. A letter will be sent to the parent/guardian to notify them of the additional charge, as well as notifications from One Call until the balance is paid in full.*

### **Etiquette**

- Students are expected to demonstrate restaurant etiquette during breakfast and lunch. Keeping their hands to themselves and to their own food.
- Students are responsible for leaving the table clean and taking eating utensils and trays to the dishwashing counter.
- Any food taken out of the cafeteria will be at the discretion of the student's teacher or school principal.
- Instruction will be conducted during each lunch session; therefore, classroom areas are closed to student's use during each lunch session.

- Class parties or activities involving food during the school day must comply with S.B. 210 guidelines and the East Clinton Wellness Policy which can be found in our Central Office.

## **FREE & REDUCED APPLICATIONS**

During our trial year of \*CEP we will not be accepting applications for meal assistance.

## **STUDENT MICROWAVE USAGE**

Microwaves are available for student use during their designated lunch time as long as the student is capable of operating the microwave independently. Staff members on duty during lunch times are not responsible for preparing or microwaving food for a student. If a student brings food to microwave and is incapable of operating the microwave on their own, the parent/guardian will be contacted and reminded of this policy.

**East Clinton uses video surveillance/electronic monitoring equipment throughout the property. Be advised that while on District-owned property, your actions/behavior are being monitored/recorded.**

## **DISCIPLINE**

### **Code of Conduct:**

It is hard for any large group to function in harmony without a code of conduct, least of all a school where students have so much close contact with each other. Respect for our school's code of conduct will make your school years more enjoyable and profitable to you.

Students shall be expected to observe and comply with the policies, rules, and regulations of the board of education and its employees. Each student is required to maintain a high standard of self-discipline outside as well as within the classroom. The student code of conduct will be applicable to all school related activities. These policies are intended to help make East Clinton Schools a good place to learn, work, and play. Violation of these policies will result in disciplinary action being taken.

### **Discipline:**

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. Discipline should be used for no other reason.

The building principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use or authorize other certified personnel to use any or all the following disciplinary measures to correct student behavior.

(No specific order is implied by this list.)

1. Notification of Parent: By phone or letter.
2. Conferences: Could involve student, teacher, parent, administrator, counselors, psychologist,

or all of these.

3. Detention: Before/after school, noontime or recess time (person assigning is responsible for supervision).
4. Emergency Removal from Class (Temporary). Permanent removal from class can be done only by the principal or superintendent.

Only the principal and/or superintendent may initiate the following:

1. In-School Suspension: For a period up to ten (10) days (Revised Code 3313.661). Suspension is used by the principal with appeal to the superintendent. Students on suspension may not participate in or attend any school activities.
2. Out-of-School Suspension: For a period up to ten (10) days (Revised Code 3313.661). Suspension is used by the principal with appeal to the superintendent. Students on suspension may not participate in or attend any school activities.
3. Expulsion: For a period up to eighty (80) days. (Revised Code 3313.661). The superintendent initiates expulsion procedures. Any appeal would be to the board of education.

Parents have due process of rights of which they are informed on suspension or expulsion. The superintendent and board of education give their authority to the building principals in enforcing the stated policies.

### **Discipline Code:**

This code specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries responsibilities for all concerned.

- 1A. Absent from Class - Student is not present in class and did not receive approval (skipping class).
- 1B. Tardy to Class - Student reports to class late.
- 1C. Unprepared for Class - Student does not have materials needed for class.
- 1D. Not working in Class - Student does not work on assignment or chooses not to participate.
- 1E. Classroom Disruption - Student is disrupting class and is interfering with teaching and learning.
- 1F. Cell Phone or Electronics Device - Cell phone or electronics device is out during school hours. Cell phones should be on silent and out of sight during the school day.
- 2A. Tardy to School - Students are tardy to school when not in first period for attendance.
- 2B. Common Area Disruption - Student is creating excessive noise in the hallway, cafeteria, etc.
- 2C. Bus Disruption - Student is not following directions or procedures while on the bus.
- 2D. Unauthorized Location - Student is in an area without permission or not where they are supposed to be.
- 2F. Public Display of Affection - Students are not to kiss or touch other students inappropriately.
- 3A. Profanity - Student used profane language, made an offensive gesture, or possessed inappropriate images.
- 3B. Disobedient - Student was uncooperative with school employee, not following instructions.
- 3C. Disrespectful to Staff - Student is argumentative with and/or cussing at staff.

- 3D. Failure to Serve – Student does not serve previously assigned consequence.
- 4A. Misuse of Technology – Student is using technology or WIFI for non-educational reasons and/or bypassing filters.
- 4B. Misuse of Social Media – Student is posting while at school or posts made outside of school are causing a disruption within the school.
- 5A. Tobacco Use and/or Possession – Student used or possessed dip, snuff, cigarettes, or any other tobacco product while at school, on school grounds, or at a school event. Also includes Betel nuts.
- 5B. Vape Use and/or Possession – Student used or possessed a vape device, Juul, or electronic cigarette at school or on school property or event that may or may not contain nicotine or other substance. Due to the unlabeled nature of these devices, all will be considered to have nicotine or other prohibited substance.
- 5C. Drug Use and/or Possession – Student used or possessed an illegal drug or used or possessed prescription or non-prescription medication without proper authorization or was under the influence of a drug or medication while at school, on school grounds, or at a school event.
- 5D. Alcohol Use and/or Possession – Student consumed or possessed or was under the influence of alcohol while at school, on school grounds, or at a school event.
- 6A. Destruction or Damage – Any form of damage or destruction of school property or the property of another individual.
- 6B. Theft – Student stole property or money from school, another student, or the cafeteria.
- 7A. Serious Bodily Injury – Injuring another person intentionally or by negligence.
- 7B. Fighting – Student engaged in physical aggression or assault against another student, whether mutual or not, or in defense of aggression. Retaliation constitutes mutual combat resulting in equal consequences.
- 7C. Unwelcome Contact or Conduct – Any contact, physical or verbal, that is unwelcome or any conduct that is not appropriate at school or in public.
- 7D. Harassment/Intimidation – Any acts that harass or intimidate another or cause mental or physical harm to a student. (verbal, physical, written, etc.)
- 7E. Bullying – Repeated aggressive behavior that is intimidating, threatening, or abusive including dating violence.
- 8A. Chronic Misbehavior – Repeated occurrences of discipline infractions or a student who is repeatedly not following the student code of conduct.
- 9A. Gun Possession or Use – Student used or possessed a firearm while at school, on school grounds, or at a school event with or without a permit. School property is a gun free zone except for law enforcement.
- 9B. Other Weapon – Student used or possessed any other object which could be used as a weapon such as a knife, brass knuckles, clubs, etc. while at school, on school grounds, or at a school event.
- 9C. Look-a-like- firearms – Student used or possessed an object that appeared to look like a gun while at school, on school grounds, or at a school event.
- 9D. Explosives, Gases, Bombs – Having and/or using anything that could explode and/or cause harm to persons or property such as smoke bombs, fireworks, etc.
- 9E. False Alarms or Bomb Threats – Student made a threat to the safety of others or set off an emergency alarm or removed a safety device or otherwise induced panic. This includes verbal and written threats.

## Disciplinary Actions:

In the event of severe misbehavior, **the administration may alter the order of disciplinary action.**

1. Obedience and Respect:
  - 1st Offense: Conference with student and principal, warning issued, parents notified.
  - 2nd Offense: Conference with principal, student, parents; possible detention.
  - 3rd Offense: **At principal's discretion in-school suspension, or out-of-school suspension.**
2. School Disruption: Depending upon severity of the disruption, **the principal has the choice of the following disciplinary actions:** conference, detention, in or out-of-school suspension.
3. Care of School and Private Property: It is the student's responsibility to repair or replace any damaged property. Law enforcement officials will be called if damage warrants.
  - A. Graffiti: 1st Offense: Conference with principal, notification of parents, and/or detention. Repeated offenses: in or out-of-school suspension.
  - B. Damage to School Property: 1st Offense: Notification of parents and/or detention. Repeated Offenses: In or out-of-school suspension.
  - C. Damage to Private Property: 1st Offense: Notification of parents and/or detention.
4. Theft: Full restitution will be made. Law enforcement officials will be called if needed. Any Offense: Notification of parents and/or other parties involved. Suspension or expulsion may result.
5. Physical Assault or Menacing: 1st Offense: Notification of parents, three (3) to five (5) days in or out-of-school suspension **at the principal's discretion.** Repeated Offenses: Notification of parents, five (5) to ten (10) days in or out-of-school suspension at the principal's discretion. Possible expulsion. Law enforcement officials will be called if needed.
  - A. Physical Assault - School Employee: If a student physically assaults a school employee, the employee has the right to defend him/herself or obtain assistance. Teacher should not take aggressor role. The principal or his/her designee shall be immediately notified to call the police, parents, and the superintendent. If the principal is not available, the employee or his/her representative may contact the superintendent and the police. A student who physically assaults an employee of the East Clinton Local School District will be suspended immediately by the principal. The student may be recommended for expulsion in accordance with the law. The East Clinton Local Schools shall fully support the employee assaulted when operating within the board policy.
6. Weapons and Dangerous Instruments: Only instruments required for classroom activities are permissible.
  - A. Possession of Instrument: Warning issued, parents notified. **At principal's discretion, detention, in-school or out-of-school suspension, or permanent exclusion may result.**
  - B. Possession of Instrument with Intent to do Bodily Harm: Conference with parent, student, principal. **A ten (10) day out-of-school suspension with recommendation for expulsion will result.** The student may be permanently excluded from school. Referral to law enforcement officials will result.
  - C. Possession of Weapon or Instrument Resulting in Bodily Harm: Parents and law enforcement officials will be notified. **Ten (10) day out-of-school suspension will result.**

Recommendation for expulsion will be forwarded to the superintendent. The student may be permanently excluded from school.

- D. **In compliance with 3313.66 O.R.C., a student will be expelled from school for a period of one (1) year for bringing a firearm on school property, in a school vehicle, or to any school sponsored event.**
7. Alcohol: Offenders may be turned over to the local authorities and charged with public intoxication and nuisance. **Student violators will be suspended from school.** Any Offense: Ten (10) day suspension or three (3) day suspension if violator and parents agree to seek counseling and complete the Clinton County Alcohol Center's specific program for students. Repeated Offenses: Same as above or possible expulsion.
  8. Drugs - Possession and/or Use: Ten (10) day suspension or three (3) day suspension if violator and parents agree to seek counseling and complete the Clinton County Alcohol Center's chemical dependency program. Repeated Offenses: Same as above or possible expulsion. **Trafficking:** ten (10) day suspension with a recommendation for expulsion.
  9. Tobacco: 1st Offense: Conference with principal, student, and notification of parents. Three (3) day in or out-of-school suspension. Repeated Offenses: Notification of parents, five (5) to ten (10) day in or out-of-school suspension.
  10. Profanity and Obscene Language: 1st Offense: Conference with student and notification of parent. Detention, in or out-of-school suspension may result. Repeated Offenses: Conference with parents. Detention, in or out-of-school suspension.
  11. Corridor Conduct: Repeated Offenses: Referral to principal.
  12. Harassment: 1<sup>st</sup> Offense: Conference with student and principal, warning issued, parents notified. 2nd Offense: Conference with principal, student, parents; possible detention. 3rd Offense: **At principal's discretion in-school suspension, or out-of-school suspension.**
  13. Inappropriate Sexual Behavior: 1st Offense: Warning by staff member and notification to principal. 2nd Offense: Referral to principal and parents notified. Repeated Offenses: In or out-of-school suspension.
  14. Setting False Fire Alarms: 1st Offense: Three (3) day suspension. 2nd Offense: Five (5) to ten (10) day suspension with recommendation for expulsion.
  15. Other Violations: Principal's discretion depending upon the violation.

### **Detention and In School Suspension:**

There are two levels of detentions for elementary students: 30 minutes detention, and 1 hour detention.

#### 30 Minutes Detention

Detention will begin at 3:45pm and will end at 4:15pm

During the 30 minutes, students will be required to engage in a Restorative conversation or lesson with the building representative present.

Students will be required to complete 2 hours of community service and return completed Community service Form within 14 calendar days.

#### 1 Hour Detention

Detention will begin at 3:45pm and will end at 4:45pm

During the first 30 minutes students will be required to engage in a Restorative conversation or lesson with the building representative present.

During the second 30 minutes students will be tasked with creating a repair plan; writing apology letters, developing a behavior avoidance plan, etc. Students will be required to complete 4 hours of community service and return a completed Community Service Form within 14 calendar days.

### In School Suspension

Throughout the day, a student in in-school suspension will be required to engage in a Restorative conversation or lesson with the building representative present.

Students will also be tasked with creating a repair plan: writing apology letters, developing a behavior avoidance plan, etc.

Classroom teachers will provide classwork for a student in in school suspension(ISS) to complete. If the student does not complete 80% of their work (with quality), they will either have to serve another in school suspension or possibly an out of school suspension.

Students will be required to complete 6 hours of community service and return a completed Community Service Form within 14 calendar days.

### **Community Service**

Students and parents will be responsible for acquiring the appropriate amount of community service hours. When community service is assigned, the Community Service Form will be required to complete and return to the office with 14 calendar days of the service assignment. This form will require the student to describe the community service they completed, track the number of hours served, and obtain a signature as well as contact information from the individual or organization they completed their community service with.

## **DISCIPLINARY GUIDE- TRANSPORTATION**

Any discipline problems on the bus will be directed to the principal and the transportation supervisor. The following set of disciplinary actions has been adopted by the East Clinton Board of Education and will be administered for offenses as referred by the bus drivers. Each building principal will take into consideration the student's age and the extent of the offense and may, at his/her discretion, substitute in-school or out-of-school suspension with instruction and/or a parent conference in lieu of the stated disciplinary action.

Disciplinary action will be in effect whether students are being transported to or from school or to school functions. In general, the standards of conduct for the school bus are the same as during the regular school day.

1. The bus driver is always in charge of his/her bus. Students are not permitted to get on or off the buses except at their regular stop. If it is necessary for a student to get off the bus at any location other than his/her regular stop, he/she must bring a note of permission from his/her parent or guardian for approval at the principal's office. The approved bus pass must be presented to the bus driver.
2. Any student arriving by bus and intending to leave by another means or another bus must bring written permission from home and present it at the principal's office. Permission may be granted for situations to meet individual needs on a space available basis.

3. These rules will always apply including all school functions. Discipline will be a joint responsibility of the driver and the school adviser.
4. A high school/middle school student waiting at an elementary school is responsible to the bus driver and any school principal.

### **Loading and Unloading**

1. Students must be at the bus stop ten minutes prior to their scheduled pick-up time.
2. Students must stay off the roadway and in their designated safety zone until the bus has come to Complete stop. (20 feet from the roadway when possible).
3. When the bus has stopped and the driver feels the roadway is safe, he/she will signal the student to enter the roadway.
4. When crossing the road, the student must cross at least ten (10) feet in front of the bus if the road is clear of traffic.
5. When loading on a bus, student should be in a single file and no crowding.
6. When unloading, students are to go directly to their safety zone and remain in the safety zone until the bus has departed.
7. The school district is not responsible for students prior to the arrival of the bus or after the departure of the bus.

### **While on the Bus**

1. Drivers will assign all students to a seat. No coed seating. (Teacher's discretion on extracurricular activities.)
2. Students must stay in their assigned seat, facing forward and keeping all items clear of aisle ways, for the duration of their ride.
3. Students must have the driver's permission to open windows.
4. Nothing is to be thrown from the bus or extended from a window.
5. Littering is not permitted on the bus.
6. No chewing gum, eating or drinking is allowed on the bus. (R.C. 3301.83-08.)
7. No objects are to be thrown on the bus.
8. Noise levels shall be limited. Students must be able to hear any directions from the driver.
9. Absolute quiet must be maintained at railroad crossings.
10. Horseplay, insubordination, profane language, and proper display of affection will not be tolerated.
11. Animals, weapons, combustibles, or any other dangerous material shall not be transported on the bus. Additionally, any items too large to fit within the student's lap are not permitted.
12. Restitution for any acts of destruction committed by a student to the school bus (cut cushions, broken window, etc.) shall be made by the student doing the damage or the student assigned to the damaged seat, whichever is applicable.
13. Tampering with safety equipment will not be tolerated.
14. No cell phones, or other electronic devices (MP3 players, laptops, etc.) are to be used on the bus.
15. School dress code regulations apply to all students on a bus.



16. Follow all bus expectations and directions given by the driver.

## **Transportation Discipline**

The above violations will be dealt with in the following manner.

1. The bus driver is responsible for discipline of the students on the school bus.
2. Violations of a safety rule will be dealt with by following the prescribed steps:
  - a. First Violation: Driver will file a Bus Misconduct Report with the student's principal. The principal will hold a conference with the student and notify the parents of the problem.
  - b. Second Violation: Driver will file a Bus Misconduct Report with the student's building principal. The principal will hold a conference with the student to discuss the possibility of suspending the student from the bus. The student will be placed on bus probation for the remainder of the school year and the parents notified of the action.
  - c. Third Violation: Driver will file a Bus Misconduct Report with the students' principal. The principal may suspend the student from the bus for three (3) days and notify the parents of the action.
  - d. Additional Violations: Same as third violation except longer suspension will be administered.
3. Extremely serious incidents may result in steps #1 and #2 being skipped and immediate suspension taking place.
4. When the student is suspended, the driver shall not permit the student to board any bus until otherwise notified by the administrators.
5. Theft: Full restitution will be made. Law enforcement officials will be called if needed.  
Any Offense: Conference with parents and/or other parties involved. Suspension or expulsion may result.
6. Assault: First Offense: Conference with parents, students, and principal. Three (3) to five (5) days in-school or out-of-school suspension with instruction at the principal's discretion. Repeated Offenses: Notification by letter and follow-up phone call to parents. Five (5) to ten (10) days in-school or out-of-school suspension at the principal's discretion. Possible expulsion. Law enforcement officials will be called if needed.
7. Alcohol/Drugs/Weapons, Possession, Use, and/or Trafficking: Ten (10) day suspension with instruction or the length of suspensions may be shortened if violator and parents agree to seek and complete school-approved counseling. Offenders may be turned over to the local authorities and charged with public intoxication and nuisance. Repeated Offenses: Same as above or possible expulsion.
8. Tobacco, Possession and/or Use: Three (3) days in-school or out-of-school suspension with instruction or the length of suspensions may be shortened if violator and parents agree to seek and complete school-approved counseling.

## **DRESS CODE**

The general appearance and dress of students should be acceptable by all people concerned: parents, faculty, administration, and fellow students. Simplicity, neatness, safety, modesty, and cleanliness are the guides for proper dress.

Clothing of extreme styles is not permitted. The following are examples and do not cover all situations. Obscene, profane, sex, alcohol, drug, or tobacco-oriented clothing or accessories are not permitted. No bare midriffs, tank tops, pajama pants, or clothes with holes or mesh will be permitted. Sleeveless garments must fit closely under the arms and show no undergarments. Skirts, shirts and shorts must be of reasonable length. Leggings and yoga pants may be worn, but should not be excessively tight and should be worn with a longer top. Tight fitting or excessively baggy clothing is not considered proper apparel for school. Appropriate shoes must be worn at all times and be safe for school situations. No chains or jewelry that may present a danger to the wearer or others will be permitted. Students are not to wear hats, bandanas, or sunglasses in the building at any time unless approved by the principal. **The administration and faculty reserve the right to question the appearance of any student and require improvement before admission to class.**

## GENERAL GUIDELINES

1. A physical exam is required for all kindergarten students. A student will be excluded from school two (2) weeks after school starts or two (2) weeks after transferring to this school if a report is not received in the office.
2. Students are not permitted to enter the buildings before or after school hours without teacher or adult supervision. Upon arrival at school in the morning, students are to go directly to home rooms. Students may go to the gymnasium but are not to loiter in the hallways or rest rooms. Elementary school students are not to arrive at school before 8:40 A.M. If it is necessary to arrive earlier, parents must contact the school. Students are not to leave school before regular dismissal time without the principal's permission.
3. Textbooks are loaned to you. Care should be exercised in the use of these books. Damage to books will necessitate a fine that will be used to repair or replace damaged books.
4. The telephones in the secretaries' offices are to be used for school business. The phones are to be used by students only in cases of emergency.
5. Students are not permitted to chew gum in the elementary grades.
6. Students are subject to correction by any school staff member during the school day.
7. Prohibited Items: Students are not permitted to use electronic devices in school without prior permission. Items brought and/or used without permission are subject to confiscation.
8. Students are not permitted to bring younger brothers or sisters or other friends to school to visit. Parent visitations are most welcome.

## CONTACTING SCHOOL

We understand that there may be times in which the parent must contact the school during the school day. Please call the general telephone number of the school and the office personnel will relay a message to the student, if needed. **Teachers cannot receive phone calls during instructional time unless it is an emergency.** It is important that we limit as many disruptions to the classroom as possible.

## **TELEPHONE USE**

The school telephone is our primary tool used for communicating with parents. Students will only be permitted to call home for urgent matters.

We recognize that cell phones have become a common tool for communication for many families. Students who have cell phones must have them powered off (not just in silent mode) and stored in backpacks or book bags during the school day. Phones may not be used to place or receive calls, take pictures, play games, record or text during school hours. This includes lunch and recess periods.

Students who violate the cell phone policy will have the following consequences:

- First Infraction – Verbal warning
- Second Infraction – A student will deliver cell phone to the office where it will be stored until the end of the day. It will be sent home with the student.
- Third Infraction – A student will deliver cell phone to the office where it will be stored until a parent can pick it up.
- Additional Infractions – Conference with parents. Student may lose privilege of bringing cell phone to school.

## **GRADING SYSTEM**

Students in grades 1-5 will receive a progress report at the end of each nine (9) week grading period. Kindergarten students will receive a progress report at the end of the 2<sup>nd</sup> and 4<sup>th</sup> grading periods.

All students will also receive an interim report each 4 ½ weeks. The following marking system will be used for grades K-5:

### **Skills Progress:**

**A - Meets Ohio Standards (90%-100%)**

**B - Strong Progress Toward Ohio Standards  
(80%-89%)**

**C - Progressing Toward Ohio Standards  
(70%-79%)**

**D - Limited Progress Toward Ohio Standards  
(60%-69%)**

**F - Not Meeting Ohio Standards (0%-59%)**

**[ ] = Refer to Comment Section**

**\* = Refer to Comment Section**

**\*A = Exceeds Expectation of the Standard**

**[B] = Refer to Comment Section**

**[C] = Refer to Comment Section**

**[D] = Refer to Comment Section**

**[F] = Refer to Comment Section**

## **ILLNESS**

An ill student must be excused by his/her teacher to report to the principal's office. Students are not to be in the sickroom unless they have office permission. If the child is too ill to remain in class, the administration will contact the parent or guardian so the child can be excused to leave school.

## **PEDICULOSIS (HEAD LICE)**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly, and through parent and student classroom education will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the district is found to have head lice, the child's parent will be contacted to pick him/her up from school as soon as possible and the child treated. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The district practices a policy of no nits as a criteria for return to school.

## **INSTRUCTIONAL FEES**

The following fees have been developed to defray expenses of workbooks and other instructional supplies used by students. Checks should be made payable to East Clinton Board of Education.

K-5 = \$20.00

**Suspended for the 2024-2025 school year.**

## **INTERIM PROGRESS REPORTS**

East Clinton Elementary will no longer send home interim report cards.

## **MEDIA CENTER**

The media center is one of the most important resources for a student's education and all students are encouraged to take advantage of its many uses. It must be kept in mind that the media center is for reading and gathering information, not for socializing. Students must refrain from talking and behave in a courteous manner at all times. Students not abiding by the rules will be dismissed from the media center. Lost or damaged books are the responsibility of the student.

## **MEDICATION**

The East Clinton Local School District recognizes that some students can attend school regularly only through the effective use of medication for treatment of disabilities or illnesses. If possible, all medications should be given at home by the parent. If this is not possible, parents may come to school to administer medications to their children. **SCHOOL PERSONNEL WILL BE PERMITTED TO ADMINISTER MEDICATION ONLY WHEN NO ALTERNATIVE IS AVAILABLE.** In this circumstance, students required by a physician's order to take medication during the school day must follow the procedures listed below.

1. If it is absolutely necessary for physician-ordered drugs to be given during school hours both a written request by the parents or legal guardian and a physician's statement is required.
2. The physician's statement must include the student's name, address, school and class; name of drug, dosage, and times to be administered; any adverse reactions which should be reported to the physician; any special instructions; and the physician's name and telephone number. The parent or legal guardian must submit a revised statement if any of the above information changes.
3. These forms must be on file with the building principal and renewed every school year.
4. Only medication in its original container, properly labeled with the date of prescription, student's name, and exact dosage will be administered.
5. No person authorized by the board of education to administer a drug and who has a copy of the physician's statement given to him/her to administer the drug will be liable in civil damages for administering or failing to administer the drug unless such person acts in a manner that constitutes gross negligence or wanton or reckless conduct.
6. The board will not require an employee who objects based on religious convictions to administer a drug to a student.  
The intent of these procedures is to ensure that:
  - a. All medication is taken at home when possible.
  - b. The requirements of Ohio Revised Code 3313.713 are followed when medication must be given during school hours.
  - c. The school dispenses medication only if there is no other feasible way and all the above guidelines have been followed.

## **PLAYGROUND SAFETY**

Students are to exhibit rules of safety and caution on the playground. Some do's and don'ts are as follows:

1. Do not stand on or go up the slide except on proper steps.
2. Do not jump out of swings.
3. Do observe play areas designated and designed for students with specific needs.
4. The playground is monitored by school staff during school hours only.

## **PROMOTION-RETENTION POLICY**

Attendance is essential for school success. Students missing 10% or more of the school year and failing in reading and mathematics will be considered for retention.

When a student has been recommended for retention, parents must adhere to the following process:

1. Contact building principal
2. Present an appeal to the building Intervention Assistance Team
3. Present an appeal to the superintendent

## **PUPIL PERSONNEL SERVICES**

### **Guidance:**

East Clinton students are urged to take advantage of the guidance services available to them. Counselors are available for both individual and group conferences. Counselors help students with schedules, student-teacher relations, improvement of grades, selection of vocation, selection of college, interpretation of tests, and other problems that may arise. Counselors also conduct standardized testing and are available for other support services. A conference with the counselor can be set up for study hall or at other times if excused by the teacher. It is hoped that students will encourage their parents to take an active part in working with the counselors in these important areas of guidance.

The immediate objectives of the guidance program are to provide as much occupational and higher educational information as possible; to complete a functional cumulative record for all students; to establish a counseling period for those students who require individual analysis; to begin a program of individual and group testing and information gathering to identify individual interests, abilities, aptitudes, and problems; and to work with the administration and faculty.

Long range objectives will successfully implement a guidance and counseling program that will discover and utilize all possible information and resources to aid students in a successful school life, to prepare them for intelligent post-high school planning, and to assist them in their pursuit of new careers in higher education and industry.

Guidance facilities available for district students are as follows:

1. Teacher-student conferences.
2. Group guidance during the homeroom period.
3. Conferences with the principal.
4. Use of community facilities to aid students in making wise decisions planning their futures.
5. Testing programs on the elementary and high school level.

### **Psychological:**

These services are offered on an appointment basis only. The school psychologist works generally on individual testing and individual learning problems. Appointments are made through Pupil Personnel Services (584-7005). Parent cooperation is most important in this area of child services.

## **Special Programs:**

The East Clinton Local School District has special education assistance to provide for those students who qualify for services and are having trouble with the standard curriculum. Assistance is provided for Developmentally Handicapped (DH) and Learning Disabled (LD) students.

### **Hearing-Speech Therapy:**

A hearing and speech therapist is available in the elementary schools to provide assistance to students experiencing hearing and language problems. A screening program will be held each school year to determine student needs.

### **Title I**

Title I of the Educational Consolidation and Improvement Act, 1991, is the largest federally funded education program. It is designed to aid children in grades K-5 who need extra help with reading in their early years of school. Additional teachers and instructional materials are made available through Title I funds.

## **SCHOOL DELAY/DISMISSAL**

ParentSquare will be used to alert parents to important information. Calls may be sent out as early as 5:00 AM or as late as 10:00 PM for weather related announcements. It is important that parents update and verify the accuracy of their contact information regularly.

During the winter months it may be necessary to dismiss or delay school because of inclement weather. **DO NOT** call principals or teachers concerning school dismissal. If school is dismissed or delayed, **you will receive a call from ParentSquare, and** it may be announced on TV stations 5, 7, 9, 12, 19 and radio station WLW 700.

When it is necessary to delay school because of inclement weather the following schedule will be followed.

(K-5)

**One- hour delay            10:05 a.m.-3:35 p.m.**

**Two -hour delay            11:05 a.m.-3:35 p.m.**

## **EMERGENCY CLOSINGS**

There may be times during the school year, due to inclement weather or unforeseeable events that the school may need to be closed or delayed. Please have an alternative plan for your child in case of an unscheduled closing of schools.

The "ParentSquare" system will inform you of any delays or school closings. The phone numbers provided by parent(s) to the school will be the phone numbers called by this system. Please be sure that the school has accurate phone numbers for contacting you throughout the school year.

## **Testing and Assessments – Grades K-5**

Diagnostic Assessments and/or Ohio State Tests (OST) are given to all students during the school year. They are as follows:

### **Kindergarten**

- Entrance screening assessment
- Kindergarten Readiness Assessment
- Classroom diagnostic assessments for English/Language Arts and Math

### **First Grade**

- Classroom diagnostic assessments for English Language Arts and Math

### **Second Grade**

- Classroom diagnostic assessments for English/Language Arts and Math
- IOWA & COGAT

### **Third Grade**

- Classroom diagnostic assessments for English/Language Arts and Math
- OSTs – Reading and Math

### **Fourth Grade**

- Classroom diagnostic assessments for English/Language Arts and Math
- OSTs – Reading and Math

### **Fifth Grade**

- Classroom diagnostic assessments for English/Language Arts and Math
- OSTs – Reading and Math
- IOWA & COGAT

## **PARENTS' RIGHT TO KNOW**

Parents/Guardians have the right to know about the teaching qualifications of their child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.



You may ask for the information by sending a letter/email to the superintendent of schools. Be sure to give the following information with your request:

- Child's full name
- Parent/guardian full name
- Full address (including city, state, zip code)
- Teacher's name

### **TRANSFERS AND WITHDRAWALS**

A student planning to transfer or withdraw from East Clinton Schools must report such intentions to the office secretary. The office secretary will direct the student as to the steps to follow in withdrawing from East Clinton Schools. This should be done a day or more before the student plans to leave so that proper arrangements can be made for returning books, obtaining grades, etc.

### **VISITORS' PERMITS**

All visitors must sign in and secure a Visitor's Badge from the office. We do encourage visits by parents. Prior arrangements are to be made through the classroom teacher. Students from other schools are not permitted to visit East Clinton.

## **Technology Vision and Mission**

The East Clinton Local School District believes technology is a resource that enhances the teaching and learning experience, helping build champions in the classroom and ambassadors in the community. Access to technology is critical to allow students, teachers, and staff to have access to the information and tools they need to excel. Secure, safe, reliable access to technology is the goal for every student. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for their path after high school. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. The additional use of technology does not diminish the vital role of the teacher. Technology transforms the teacher from the sole purveyor of knowledge to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum at any time and at any place. The policies, procedures, and information within this document apply to all Chromebook users. Teachers and staff may set additional requirements for use.

## **Student Chromebook Program Overview**

Students in grades K-12 will be provided with a Chromebook along with a case and charger. If it is deemed that the device is unable to meet learning needs of a student due to extenuating circumstances, the district will work with the Technology Department to help find a device that is more suitable.

The Chromebooks will be managed by East Clinton Local Schools using the Google Admin Console and Securly software which will allow additional control and monitoring capabilities for technology staff as well as teachers. Filtering will always be in place regardless of location or network.

All Chromebooks will be returned at the end of each school year including the case and charging cord. Students will retain the same Chromebook for grades 6-8 and 9-12.

If the Chromebook issued to the student is not returned, law enforcement may be notified, and the Chromebook may be considered stolen property.

## **Google for Education**

The East Clinton Local School District utilizes Google Apps for Education for students, teachers, and staff.

Using these tools, students collaboratively create, edit and share files and Websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Access to these resources may be available without connection to the Internet. Students should contact the technology department for more information.

All students will be assigned a [firstname.lastname@astro.eastclinton.org](mailto:firstname.lastname@astro.eastclinton.org) account. This account will be considered the student's official email address until the student is no longer enrolled. Use of this account will be governed by the Board of Education Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety

All Google Apps are monitored by Securly 24. Alerts are generated and sent to district principals, technology coordinator, and/or law enforcement depending on the nature and severity of the content flagged as possibly inappropriate. Content monitoring sometimes results in “false-positive” flagging of student content. In these cases, no action would be taken against the student.

### **Using the Chromebook at School**

Students will be expected to bring their Chromebooks to every class unless told by their teachers not to do so. If the student’s Chromebook is left at home, they will be issued a loaner Chromebook from the library, if available. Students must return loaners to the library by the end of each day, or as directed.

#### Charging the Chromebook

Students must charge their Chromebooks each evening. Charging in classrooms is highly discouraged. Repeat violations may result in students losing at home privileges, or other disciplinary action according to the building discipline system.

#### Chromebooks Being Repaired

When a student’s Chromebook is in for repair, he/she will be issued a Chromebook from the library to use until it is repaired. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

#### Device Security

Students will keep the device stored in a secure place. For example, the Chromebook will be in a locked locker when not needed for educational purposes, or in a secure place assigned by a coach or advisor during athletic events, games, practices, and trips. Unattended Chromebooks may be confiscated by school personnel as protection against theft.

#### Sound

Students will keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students may have headphones or earbuds to use when sound is necessary at the discretion of the teacher.

#### Optional Accessories

Students may bring their own accessories, such as headphones, earbuds, or computer mice to use as long as accessories follow state, school, and classroom regulations.

## Proper Care of the Chromebook

Care of all technology, including the Chromebook, is the responsibility of the student. If a Chromebook fails to work properly or is damaged, students should take the Chromebook to the media center, where the repair process will begin. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

### General Guidelines

- The device is school property. All users will follow the Acceptable Use Policy for Technology.
- Students will not have food or drink near the Chromebook.
- Students will exercise care when inserting and removing all cords, cables, and accessories.
- Avoid pressure against the screen.
- While walking in the hallway, the Chromebook MUST BE in the closed, district provided case.
- Students must not carry the Chromebook by the screen or with the screen open.
- No stickers or adhesives or writing should be made to the exterior of the Chromebook or the case.
- Students must not leave the Chromebook in an area of extreme temperature (such as a car).
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students will take their Chromebooks home every day and bring to school fully charged. It is advised that students set up a charging routine at home for this purpose.
- Chromebooks may not be able to be charged at school.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type may be used.
- Students should never lend their Chromebook to anyone, not even friends or siblings.

### Parent/Guardian Responsibility

- Talk to your child about values and the standards they should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet Safety, conduct, and Netiquette.

NetSmartz - <http://www.netsmartz.org/TrendsAndTopics>

CommonSense Media - <https://www.commonsensemedia.org/blog/digital-citizenship>

Federal Trade Commission - <https://www.consumer.ftc.gov/topics/protecting-kids-online>

## Chromebook Damage / Repair

Parents/guardians are responsible for the cost of any repairs needed to the Chromebook beyond the normal warranty or repair covered by the district. Parents/Students/Guardians will be responsible for payment of repairs or replacements outside of the warranty. Damage to the device will be the responsibility of the student/parent/guardian.

Students enrolled in the Virtual Online Learning Academy may contact building secretaries to

schedule a date/time for any district owned Chromebook repairs needed.

### **Probationary Student Privileges**

To protect the assets of the East Clinton Local Schools, some students will be required to turn in their Chromebooks at the end of each school day. A designated teacher will secure the equipment during the evening and the student will be allowed to check it out daily.

Students who will be included as probationary will be the following:

- Students who have violated the Acceptable Use Policy
- Students who have damaged their Chromebook and have not paid for the necessary repairs/replacement.

### **Fees and District Coverage of Repairs**

The district will charge each student a technology fee of \$30.00 per year. This covers general technology expenses related to operation as well as covered maintenance and repairs.

First repair (each school year) - Free (accidental damage)

Subsequent repairs will follow the established fee schedule. The fee schedule and repair policy are subject to revision each school year.

Note: If the Chromebook is intentionally damaged or is lost, the student/parent/guardian is responsible for the full replacement cost of the Chromebook, charger, and case as applicable. Lost chargers, cases and cords are not covered by the district. Replacement items must be purchased from the district using the fee schedule below. Students/Parents cannot buy replacement items from other sources.

### **Replacement Parts/Repair Prices 2024-2025**

- Replacement Case - \$25.00
- Replacement Charger - \$ 50.00
- Replacement Screen - \$ 50.00
- Replacement Keyboard/Touchpad (one piece) - \$ 70.00
- Cracked bezel/top or bottom plastic - \$ 50.00
- Replacement Hinge - \$25.00
- Replacement Device - \$ 220.00
- Replacement Hot Spot - \$84.00

## **Student Technology Use and Safety (Board Policy 7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilized online educational services to enhance the instruction delivered to its students. The District's Internet system does not service as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

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

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act.

At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against

access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

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

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

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

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

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