

Leetonia Exempted Village School District

STUDENT HANDBOOK Grades K-5

Discipline Code of Conduct *2025-2026 School Year*



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MISSION STATEMENT

The mission of the Leetonia Exempted Village School District is to provide a superior education enabling all students to become productive and dedicated citizens in our community and society.

SCOPE OF JURISDICTION

The policies of the Student Handbook are in effect whenever students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs on or off the Leetonia School grounds.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance officer(s): Mrs. Jackie Dunnigan K-6 principal, 450 Walnut Street, Leetonia, Ohio 44431, Phone: (330) 427-6594 Ext: 2110, jdunnigan@leetonia.k12.oh.us

IMPORTANT DATES

August 25..... First Day of School
September 1..... No School / Labor Day
October 23..... End 1st 9 weeks
October 23..... Conference Night
October 24.....No School
November 26-Dec 2.....Thanksgiving Break
December 1.....Staff PD, Students off
December 22 Christmas Break Begins
January 5..... Classes Resume
January 9..... End of 2nd 9 weeks
January 19..... MLK Day/ No School
February 12..... Conference Night
February 13 & 16 No School/Pres. Day
March 13..... End of 3rd 9 weeks
April 3-7.....Easter Break
May 29.....Last Day of Classes for students
May 29.....Graduation
May 25.....Memorial Day
June 1...Teacher In-Service

Grades K-5 Elementary School SCHOOL HOURS

ELEMENTARY TIME SCHEDULE K-5

K-5th Grade Students Are Not to Be Dropped Off Before 8:30a.m.

8:25 a.m. Beginning of Teacher Day
8:30 a.m. Students report to classroom or breakfast
8:40 a.m. Tardy Bell

LUNCH

12:00 – 12:30
12:00—12:30
12:05--12:35
12:45----1:15
12:45—1:15
12:40—1:10

RECESS

Kdg.	2:40—2:55
1 st Grade	1:45—2:05
2 nd Grade	1:45—2:05
3 rd Grade	1:20—1:40
4 th Grade	1:20—1:40
5 th Grade	11:25-11:40

3:20 p.m. Dismissal for Car Riders/Walkers-Kindergarten
3:22 p.m. Dismissal for Car Riders/Walkers-1st --5th
3:22 p.m. Dismissal for Bus Riders 5th
3:25 p.m. Dismissal for Bus Riders K-4th

3:40 p.m. End of Teacher Day

School personnel provide supervision of students on school property during school hours. Students are to leave the school grounds at dismissal time unless special provisions have been made by school personnel for a child remaining beyond those times. **The school cannot be responsible for the supervision of children before and after the above stated times.**

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

FOR THE COMPUTER NETWORK OF THE LEETONIA EXEMPTED VILLAGE SCHOOL DISTRICT

The Leetonia Exempted Village School District is pleased to make available to students' access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the **Acceptable Use and Internet Safety Policy** ("Policy") of the Leetonia Exempted Village School District and the Data Acquisition Site that provides Internet access to the School

District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Leetonia Exempted Village School Policy cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that Leetonia School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which

they are students in the School District before they are given an access account.

III. ACCEPTABLE USES

A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. **Unacceptable Use of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communication, or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information system.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules and network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when ending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

I. INTERNET SAFETY

General Warning: Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student

finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- A. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange to face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- B. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- C. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the parent or guardian of, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or Administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purpose or approved educational projects and activities.
- D. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or School Administrator, as necessary, for purpose of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Action of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole or with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user of his or her parents(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity of the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user of, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the Schools' initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that user is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/ guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designed by the School to receive such information.

IX. Personal Devices Policy

Students that bring personal devices, such as computing devices, smart phones, laptops, tablets, or other mobile devices to use on the school network must follow the school electronic device policy (posted on the school website). A consent form must be signed prior to students bringing their own devices to use at school when using the school network.

ATTENDANCE POLICY PHILOSOPHY

ATTENDANCE

Excessive Absenteeism House Bill 410 provides that "in the event that a child of compulsory school age is absent with or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy." A student's excessive absence may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, restricted privilege, and / or possible court action. Students with excessive absences in specific class may lose academic credit for those courses or be retained in the current grade.

Leetonia Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. All students are expected to be in all classes, study halls and homeroom. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and

meeting responsibilities. Students must attend school regularly if they are to derive benefits from such educationally sound activities such as the following:

1. Class discussion and group activities
2. Dialogue between students and teacher
3. Lectures
4. Quizzes, tests and examinations
5. Videos and guest speakers
6. Special instruction and individual help

Teachers have a responsibility to provide classroom instruction, which will be dynamic, productive, and creative. Without consistent student attendance, it is difficult for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students to achieve a level below their potential, and these students frequently experience difficulty in school. Therefore, to ensure the highest level of student success, Leetonia Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

COMPULSORY ATTENDANCE

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused.

The following conditions constitute reasons for **Excused Absence** from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to the absence of parents or guardians
6. Observation or celebration of a bona fide religious holiday
7. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
8. Out of state travel (up to a maximum of four (4) days per school year to participate in a District-approved enrichment or extracurricular activity
9. Such good cause as may be acceptable to the Superintendent or designee
10. Service as precinct officer at a primary, special or general election
11. Take your son/daughter to work day is also an excused absence

If a student is absent from school, a parent must call the school attendance office within one hour of the start of the school day to report his/her child's absence from school.

If the school is not contacted by the parent, the school will make every reasonable attempt to contact parents at home or at work. PLEASE NOTE: It is the responsibility of the school, not the parents, to determine when an absence is excused.

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant. Additionally, once a student accumulates ten days of absence in the school year, only a doctor's note will be accepted as written documentation of an excused absence.

DEFINITIONS

Excessive Absences: A student who is absent WITH OR WITHOUT A LEGITIMATE EXCUSE

38 or more hours in one school month

65 or more hours in one school year

For students determined to be Excessively Absent:

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

Habitually Truant: A student who is absent

30 or more consecutive hours without a legitimate excuse

42 or more hours in one month without a legitimate excuse

72 or more hours in one year without a legitimate excuse

For student determined to be Habitually Truant:

1. Written notice will be provided to the parent/guardian
2. Students will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs
6. Children Services will be notified as deemed necessary

Unexcused Absences: Absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor. Unexcused absences may receive no credit for schoolwork. Examples could include: music lessons, hair appointments, oversleeping, etc.

UNEXCUSED ABSENCE POLICY

In alignment with House Bill 410

Consecutive Days (unexcused) (30hrs)

14 hrs. Call to parents - (would Change to 19.5 – 3 days) - Speak to student upon return

25 hrs. Call to parents - Home visit with SRO – If no contact with parents is made
Speak to student upon return - Implement specific absence intervention plan

30 hrs. Call to parents - Home visit with SRO – If no contact with parents is made
Letter mailed out - requesting meeting

**repeat steps as necessary*

Hours in one Month (unexcused) (42hrs)

28 hrs. Call to parents - Speak with student upon return

42 hrs. Call to parents - Home visit with SRO
Speak to student upon return - Implement specific absence intervention plan
Letter mailed out - requesting meeting

Hours in one Year (unexcused) (72hrs)

56 hrs. Call to home - Speak with student upon return

63 hrs. Call to home - Speak with student upon return
Implement specific absence intervention plan

72 hrs. - letter mailed out - requesting meeting

ABSENCE INTERVENTION TEAM

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school-based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems. Membership of each team should vary based on the needs of each individual student, but each team is required to include: 1. A representative of the school or district (Principal) 2. Another representative from the school or district who has a relationship with the child (Teacher). 3. The child's parent/guardian. The Absence Intervention Team may also include: 1. School Psychologist, Counselor, SRO or Social Worker. 2. Representatives from a public or non-profit agency. 3. A case worker from Children Services if there is an open case or if the child is in foster care.

CLASS TRUANCY

Failure to attend an assigned class/homeroom without permission is considered truancy and will result in disciplinary action. Such failure to attend class/room/school-related activity will also result in an absence under the attendance policy and will be an unauthorized, unexcused absence.

TRUANCY

Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the above stated forms of permission will be considered "out of the building – unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused. A student will be deemed "habitually truant" if the student is absent without excuse for

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and /or legal guardian of a student who is deemed "habitually truant" will be required to comply with school adopted policies and procedures to address the student's truant behavior. If a student is habitually truant and the student's parent/legal guardian failed to cause the student to resume attendance, the Superintendent may file a complaint with Juvenile Court and/or take other appropriate intervention actions as set forth in Board Policy. In addition, truancy may result in loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, and restricted privilege. School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

Truancy and absence without verification: All work may be made up with same rules as excused absences unless the student violates the "Excessive Absence Policy." In these cases, make-up work may be denied.

Due Process: All students with attendance concerns will be given due process. The administration will be available to meet with parent or guardian to develop strategies that help improve attendance and avoid any loss of credit or penalties.

General (not Truant) **attendance letters will be sent** to the parent/guardian approximately at the, 10th day of absence and 14th day of absence each semester. A mandatory meeting with a parent/guardian may be required after fourteen (14) absences each semester. Notification of parents will also take place if a student exceeds twenty-eight (28) days of absence.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parent or guardian is required to contact the school at 330-427-2115 Elementary School Extension 31140 or Front Desk Extension 31001.

If the school is not notified of an absence, the school may call the home to verify the absence.

A written excuse for each day absent is necessary. According to state law student attendance becomes a part of each student's permanent record. An Excused Absence Reminder will be sent home if a written excuse has not been turned in.

RETURNING TO SCHOOL AFTER ABSENCES

It is the responsibility of the student to turn in their excuse. Excuses turned in after 48 hours will not be accepted and the absence will be considered as unexcused. **The excuse must state the reason for the absence and the date. It must be signed by a parent or guardian. Parent/Guardian notes for absence may only be accepted for a total of 10 days per year during the school year. Additional absences may require a doctor's excuse.** The doctor's excuse must state that the child

is or was unable to attend school and is under their care. An excused absence allows the student to make up all course work. It is the responsibility of the student to obtain missed assignments. Any absence for which a student fails to present an excuse will be counted as unexcused (3321.04, O.R.C.) All false excuses are considered unexcused and will be recorded as trancies. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and his/her parents shall be subject to the truancy laws of the state. The school board can now require parents to attend an educational program to encourage parents to comply with the school attendance law and compel the child's attendance at school.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

REQUEST TO LEAVE SCHOOL EARLY/ILLNESS

Students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness (fever or vomiting), 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. With illness the student must first report to the nurse's office and be evaluated. In the case of emergency, requests must be approved by the administration or school secretary. In all cases, whether or not a student is 18 years of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. All sign outs not verified by the administration/secretary will be treated as truancy with appropriate penalties assessed.

TARDINESS

Any student late to school must report to the attendance office. Being late to school more than 90 minutes will be recorded as a .5-day absence. Students who are more than 15 minutes late to school should bring a note from their parents or they will be considered truant. All tardiest are considered unexcused.

A **K-5th grade** student who is not in their classroom by 8:40 a.m. will be counted as tardy unless there is a problem such as a late arriving bus or finishing breakfast in the cafeteria. Students arriving late to school are to enter the building through the main entrance and report immediately to the office to obtain a tardy slip to class.

K-5th grade students arriving at school before 9:05 a.m. with a medical or legal excuse are considered excused tardy. Excuses such as sleeping in, missed bus, etc. are considered unexcused tardy. **Excessive tardiness may be referred to the courts.**

A K-5th grade student arriving after 9:40 a.m. but prior to 12:00 p.m. is considered as **ABSENT FOR ONE/HALF OF A DAY.** A student arriving after 2:00 p.m. is considered as being **ABSENT ALL DAY.**

BUS CONDUCT

The following behaviors are expected to ensure student safety:

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students shall cross the road only when instructed to do so by the driver.
3. Students shall look both ways before crossing the road.
4. Pupils shall go directly to an available or assigned seat and remain seated at all times in order to avoid accidents.
5. Noise should be kept at a minimum so the driver can hear to handle emergency situations. **Students will be completely quiet as the bus approaches and crosses a railroad.**
6. No tobacco, drugs, alcohol, or flammable materials are permitted on the bus.
7. No eating or drinking while on the bus. All water bottles and food must

- be kept in a backpack.
- 8. No vandalism or tampering with bus equipment.
- 9. No fighting, pushing or shoving.
- 10. Keep head, hands and feet inside the bus at all times.
- 11. Electronic equipment is permitted on the school bus per bus driver's permission.
- 12. No cell phones on during bus route.

Failure to follow bus rules and regulations will result in losing bus privileges for periods ranging from 1 day to the remainder of the school year. This is in addition to any normal disciplinary actions taken for a specific violation of the student discipline code being committed while a student is riding on a bus.

Failure to follow bus rules and regulations- (Discipline Guidelines)

- 1st Offense-Driver gives a warning to student and contacts parent
- 2nd Offense-Fill out paper work, 2nd offense; driver and principal contact parent
- 3rd Offense-One-day bus suspension, principal contacts parent
- 4th Offense-3-5 day bus suspension, principal contacts parent
- 5th Offense-5-10 day bus suspension, principal contacts parent

Bus	*Keep your seat and floor clean	*Keep Hands and feet to self *Use appropriate volume and words	*Stay in your seat *Listen to the driver
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6th Offense-There will be a meeting between parent, bus driver, bus supervisor and principal to discuss options which may include loss of bus privileges

TRANSPORTATION

Bus transportation is a privilege and may be taken away as a result of unacceptable behavior as determined by the principal. **School buses are an extension of the classroom.** Students being transported by a school bus are required to follow the bus safety rules as listed above. This applies to school-owned buses as well as any contracted transportation that may be provided.

Students are assigned to bus operating routes according to the area in which they live. The stops, times, and assignments to buses are expected to remain constant during the school year.

School buses are not able to accommodate special requests for pick-up and delivery. **The parent is responsible for special transportation arrangements to places other than the appointed bus stop for pick-up or return.** The bus stops, once established will not be changed for convenience or temporary accommodation. **Bus stops and routes will not be altered due to community problems and family conflicts. Responsibility for each student upon pick-up and return to the bus stop is that of the parent/guardian.**

Bus routes and bus stops are approved by the Board of Education. Administration is authorized to make such changes as needed for new enrollees, safety and efficient operation. The driver is responsible for student safety and may assign seating or administer discipline as needed.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING 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 the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2-Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

CAFETERIA

The school district participates in the National School Lunch Program, and provides lunch and breakfast. Milk and drink are also available for students to purchase. Only meals can be charged to the student's account. Students are not permitted to leave the school grounds for lunch, unless for an early dismissal with a parent or an adult approved by the parent/guardian.

Money can be deposited into an account for meals, lunch, or breakfast. Money can be deposited by cash or check. Money can also be deposited to a student's account through Pay For It, an online system that can be accessed through the school's website. A credit card is required to sign up for the site, but you are not required to process a transaction through the site. There is no fee for setting up an account, checking your child's activity, or checking account balances. When transactions are processed through the site, a percentage-based Internet Convenience Fee (ICF) or a flat Transaction Fee (or both) may be assessed to each transaction. **A parent or guardian can request to receive a patron activity report to track your child's purchases from the cafeteria.**

Every Tuesday, negative balance accounts will receive an automated phone message with your child's balance due. Every Friday negative and positive accounts will receive an automated phone message with your child's balance. Once the account reaches a -\$10.00 balance, a letter will be sent. Whether a positive or negative balance, all students will all be offered the same meals. After the account reaches a -\$20.00 balance, the student will no longer be allowed to charge to their account, and the parent or guardian will be contacted by a phone call. If after one week the parent(s) /guardian(s) fail to provide the student with a bag lunch or lunch money, school district personnel may be asked to intercede on behalf of the student. If the parent(s)/guardian(s) continue to fail to provide the student with a bag lunch or lunch money after school district personnel have interceded on behalf of the student, the district will file a report with the Columbiana County Health and Human Services department or another appropriate agency.

Any parent wishing to add funds to their student account for extras and/or snacks can do so by either cash, check or online. For online payment please visit www.payschoolscentral.com to create your account. In addition to creating a login account, a student's six-digit ID will be needed. If your student does not know their six-digit lunch number, please contact the Director of Food and Nutrition, 330-427-6594. The online platform can also be used to view what your student is purchasing from the cafeteria daily.

Meal Prices: Breakfast FREE All grades
 Lunch FREE All grades Extra Lunch K-5 \$2.75

Cafeteria	*Clean up your area *Think before you act	*Be polite to students and adults *Use appropriate volume and words	*Stay at your table *Pay attention when standing in line and walking to a table *Enter and exit orderly *Be a positive example for others
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CAFETERIA TOP TEN RULES

1. Talk quietly and keep hands/feet to self while waiting in line.
2. Students may talk quietly, using indoor voices, while seated and eating their lunch.
3. Use good table manners.
4. Keep your table and floor area clean.
5. Sit in assigned area, you may not save seats.
6. You may not share or trade food.
7. Ask permission to leave your seat. If you need something raise your hand.
8. There is to be silence whenever signaled by the monitor.
9. You are not to throw food, beverage or trash
10. Walk at all times (dismissal from cafeteria and down the hall to classroom)
11. No cell phones in lunch room, Grades K-5

CALAMITY DAYS

Should the school district close or have a delayed start the following radio and television stations will be notified:

WSOM 600 am

WFMJ 1390 am, Channel 21

WKBN 570 am, Channel 27

FOX 17/62

The district will also attempt to notify families of calamities through our Family Alert System. The Alert System attempts to reach families by phone. Please notify the school of phone number changes.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CELL PHONE AND TELEPHONE USE

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD

Governor Mike Dewine signed and enacted HB 250 requiring all public schools to implement a school cell phone policy limiting cell phone usage in k-12 public schools. Schools must implement a policy by July of 2025.

Leetonia Exempted Village School District Cell Phone Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Leetonia Exempted Village School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Leetonia Exempted Village School District's focus on learning, in alignment with our mission to provide a superior, enabling all students to become productive and dedicated citizens in our community and society.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
- Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cell phone in the school's central office for the remainder of the school day.
- Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

* Continued infractions of the cell phone policy can also result in discipline including after school detention, In School Assignment or loss of school privileges.

CHROMEBOOK CARE AND ACCEPTABLE USE POLICY

The Chromebook device provided to your child is property of the Leetonia School District. This property is considered to be on loan to your child as long as your child is part of the Leetonia 1:1 Program. Chromebooks will remain in the district during summer break.

All students will be properly trained on how to operate the device and how to protect and care for the device. Chromebooks will be randomly inspected for damage. If the device is lost or believed to be stolen it is to be reported immediately to a teacher or administrator. These devices can be tracked! The district does not provide insurance for this device. **Parent/Student shall be held accountable for any repairs to the device or for a replacement device if it is unrepairable.**

The Google Chromebook and any accessories that have been issued to students are the property of the Leetonia School District. The Chromebook is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- Parent/guardians may be given the child's login name and password so that they can supervise the student's use of the Chromebook.
- Parent/guardians and students should be aware that although internet access will be filtered outside of school, usage should still be closely monitored.
- The District has the right to randomly inspect any Chromebook, application, or peripheral device on any or all Chromebooks on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their Chromebook with another student, friend, or sibling.
- Keep your login and password private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.

- **Students must have their Chromebooks with them at school every day. Students should bring the Chromebook to school fully charged.**
- Use of the Chromebook for anything other than teacher directed or approved activities prohibited during instructional time is prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed.
- Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- Students are responsible for all damage or loss of the device and will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- Chromebooks are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
- Students will not use the Chromebook for illegal purposes. Students will not deliberately use the Chromebook to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel, as well as local, state, or federal authorities.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Chromebook Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.

The Leetonia 1:1 initiative is one the many ways we are helping our students learn and grow in our ever-changing world. We appreciate your support for this program!

Any damage to Chromebooks, including loss of chargers, must be reported to 1st period teacher immediately. All repairs will be made by the district. Parents/guardians will be responsible for the cost of parts to repair. No loners will be provided to students during the time of repairs.

CONDUCT AT RECESS (Be Fair, Considerate and Kind to Classmates)

1. RESPECT will be given to the adults in charge.
2. “Tag” games only, (Ex. No Tackle Football)
3. Do Not jump or drop from swings or high equipment.
4. Stay inside the fence at all times.
5. Do not enter school without permission.

Playground	*Use equipment properly *Report problems to adults	*Use kind words *Include others	*Keep your hands to yourself
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CONDUCT AT SCHOOL FUNCTIONS

1. Students are expected to conduct themselves in a mature manner at all times so they do not bring discredit to themselves, their families, our school, or our community. They must cooperate fully with school officials and officers of the law.
2. As hosts at home contests, students are expected to be courteous and considerate to our guests from other schools and communities.
3. As guests at functions away from our school, students are expected to carry the good name and traditions of Leetonia Elementary School.
4. Unsportsmanlike conduct such as booing, disrespect for officials, or refusal to follow instructions or directions, will not be tolerated.
5. Students who refuse to cooperate during after-school activities will be removed and denied admittance thereafter.
6. School officials have the same authority over students at after-school functions as they have during a regular school day.

Assemblies	*Clean up after yourself	*Positively represent Your school	*Stay in your designated area
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		*Be respectful to Presenters	
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POSITIVE BEHAVIOR INTERVENTION SYSTEM

We have established a positive intervention program known as “PBIS.” This program is designed to encourage and reward positive behavior. Proper staff supervision, along with the teaching and reinforcing of PBIS procedures will be used to help students maintain appropriate behavior in all areas of the building. However, certain irresponsible acts will result in consequences. For example, 6th grade detention, emergency removal, out of school suspensions, expulsion, and/or referral to Juvenile Court. Below is our K-5 matrix of behavior expectations.

**Leetonia K-5 Matrix
BEARS**

BE	Accountable	Respectful	Safe
Classroom	*Accept consequences *Come Prepared *Take care of supplies	*Use appropriate volume and words *Take turns speaking	*Stay in your seat *Listen to adults

	and Chromebooks *Attend class daily	*Encourage, listen and work with others	
Hallway	*Keep the area Clean *Walk on the blue line	*Keep hands and feet to Yourself *Use appropriate Volume and words *Be courteous to others	*Walking feet *Listen to adults *Be attentive to your surroundings
Restroom	*Keep restrooms clean *Go, Wash, Go	*Give others privacy *Use appropriate volume and words	*Report problems to adults *Be a positive example for others *Listen to adults
Cafeteria	*Clean up your area *Think before you act	*Be polite to students and adults *Use appropriate volume and words	*Stay at your table *Pay attention when standing in line and walking to a table *Enter and exit orderly *Be a positive example For others
Bus	*Keep your seat and floor clean	*Keep Hands and feet to self *Use appropriate volume and words	*Stay in your seat *Listen to the driver
Assemblies	*Clean up after yourself	*Positively represent Your school *Be respectful to Presenters	*Stay in your Designated area
Playground	*Use equipment properly *Report problems to adults	*Use kind words *Include others	*Keep your hands to yourself

Observe Problem Behavior
Leetonia Elementary Behavior Flowchart

Teacher/Staff -

Managed

Is the behavior teacher

or office managed?

Office-Managed

Office-managed

Re-direct student.

- ✓ Call to notify office of major infraction and to identify if the student should be sent to the office immediately or upon administration's discretion.
- ✓ Write Office Discipline Referral

Intervention 1:

- ✓ Re-teach appropriate Behavior to meet BEARS expectations.
- ✓ Verbal Warning
- ✓ Appropriate Intervention

Teacher/Staff (Minors) Manage Problem Behaviors	Office Manage Problem Behaviors
Disrespect <ul style="list-style-type: none"> - Name Calling - Talking Back - Inappropriate Language 	Behavior Away from School <ul style="list-style-type: none"> - Bus incidents - Field Trips - Sporting Events
Physical Contact (reaction) <ul style="list-style-type: none"> - Wrestling w/another student - Pushing/Shoving/Kicking without harm 	Physical Contact <ul style="list-style-type: none"> - Kicking, hitting pushing, shoving, biting, etc. w/intent to do harm
Defiance <ul style="list-style-type: none"> - Not completing class work - Not following directions/non-compliance - Tattling - Distracting other Students - Forging signatures 	Threat or Intimidation/Bullying <ul style="list-style-type: none"> - Verbal or written threats of aggression against another person - Inducing Panic (false alarm, etc.) - Hazing - Sexual Harassment
Observable Behavior <ul style="list-style-type: none"> - Running in Hallways - Poor Line Behavior - Throwing Food - Bathroom Issues 	Vandalism <ul style="list-style-type: none"> - of personal or school property - trespassing

Property Misuse <ul style="list-style-type: none"> - “snooping” in other’s desk or bags - Petty theft = w/little or no value - Inappropriate use of technology 	Weapons/Dangerous Item <ul style="list-style-type: none"> - Knives, bullets, lighters. Matches, etc.
Tardiness	Theft <ul style="list-style-type: none"> - Major theft=items of high value
	Disrespect <ul style="list-style-type: none"> - Abusive Language

Intervention 2:
<ul style="list-style-type: none"> ✓ Re-teach appropriate Behavior to meet BEARS expectations. ✓ Document Minor ✓ Appropriate Intervention

Step 1:
 Student conference with administration.
 Reflection/re-teach/rehearse behavior.

Step 2:
 Administration determines and assigns consequences according to policy.

Intervention 3:
<ul style="list-style-type: none"> ✓ Re-teach appropriate Behavior to meet BEARS expectations. ✓ Written Behavior Reflection ✓ Contact Home ✓ Document Minor ✓ Appropriate Intervention

Step 3:
Parent contract
(phone/sheet) and
administrator provides
teacher with feed back

Intervention 4:

After the **fourth** offence.
The behavior becomes
Office-Managed.

*See Office-Managed
Flowchart for further
Directions.*

Step 4:
Incident entered on SWIS

If behavior continues and interventions are not modifying behaviors refer to watch team

DISCIPLINE CODE OF CONDUCT

In order to establish a positive learning environment, it is necessary to maintain classroom control and school discipline. Proper staff supervision and the teaching and reinforcing of routines and procedures will be used to help students maintain appropriate behavior in all areas of the building. However, certain irresponsible acts can and will result in detentions (noon and after school), Saturday School detentions, emergency removal, out-of-school suspensions, expulsion, and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every

conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

Discipline will be administered according to the seriousness of the specific situation and/or to the number of repeated offenses committed by the student. **The principal retains the right and**

privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary.

The rules and standards set forth apply to conduct on school premises, on school buses, at any school-sponsored event or function. The rules and standards also apply to any misconduct, regardless of where it occurs that is directed at a district employee or the property of such employee. Violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis. Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. The determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

The following discipline management techniques may be used alone or in combination for behavior violations listed in this section of the Code of Conduct.

1. Verbal correction
2. Time Out or 'Cooling off time'
3. Seating changes
4. Conference with teachers, counselor, or administrator
5. Parent/teacher conferences – parent/principal conferences
6. Emergency classroom removal
7. Confiscation of items that disrupt the educational process
8. Withdrawal of rewards and privileges
9. Loss of bus riding privileges
10. Referral to outside agency and/or legal authority
11. Alternative Educational Placement
12. Detention
13. ISS - In School Suspension – Saturday School
14. Emergency class removal



Removal from class for disciplinary action is a serious matter. Students will be removed from class if they are a danger to themselves or others, or if they **are interfering with the learning of others.** Students who are removed from class will be sent directly to the principal. If you are removed from class, your parent will be notified and you may be sent home. Additional discipline may be necessary, ranging from detention to suspension.

Student Discipline

Restricted Privilege – If a student has violated certain school rules they may be denied or restricted privileges which may include but not be limited to: hall passes, attendance at/ participation in extra/co-curricular activities, school dances, lunchroom restrictions, school assemblies, etc. The administration reserves the right to deny any or all privileges if a student violates school policies.

Discipline Consequences

Detention

- Office and teacher detention assignments will be served after school hours. Detention will be served from 3:30 p.m. until 4:00 p.m. Students who are assigned detention are to report directly to the assigned detention room by 3:30 p.m. Failure to follow directions of the detention supervisor will result in further disciplinary action. On occasion, morning detentions may be assigned at the discretion of the building principal. Because students receive detention as a result of their poor behavior, the school will not be responsible for transportation to or from school. It is the responsibility of parents to provide transportation when their child is assigned a school detention.

Failure to serve detention

- Students are expected to serve detention on the day the detention is scheduled. If a student does not serve the detention on the scheduled day, it will result in a Saturday School.
- If a student is absent on the day of a 30 minute (M-TH) scheduled detention, the student will be expected to serve that detention the next school day upon their return to school. (Exception: If a student returns to school on Friday, they will serve the 30-minute detention on the following Monday)
- If a student cannot serve the detention on the scheduled date, the student must notify the principal or detention monitors by 2 p.m. on the scheduled date of the detention to reschedule the detention. Students are only permitted to reschedule a detention ONE time during a nine-week period. All detentions should be assigned for the day after the infraction. Parents are encouraged to contact the teacher if they have questions about the detention.

Saturday School

Saturday School will be a disciplinary action, given in certain situations where a student does not comply with the Board approved student Code of Conduct. The student will be required to report to the high school from 8:00 AM until 10:00 AM on the date assigned. The Saturday School Teacher will open the entrance door and students will be escorted to the room by the teacher.

Out of school suspension

Out of school suspension is grades 4-5.

Pursuant to Section 3313.66 of the Ohio Revised Code, the Leetonia Superintendent and/or Principal may suspend a student from school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent or Principal may apply the remaining part or all of the period of the suspension to the following year. Suspensions may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies in student behavior. Per the Senate Bill students who are suspended are now able to make up a % of the class work missed.

Expulsion

Pursuant to Section 3313.66 of the Ohio Revised Code, the Leetonia Superintendent may expel a student from school attendance for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than 80 school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year.

Any act that would be a criminal offense when committed by a student that results in serious physical harm to persons or property may subject the offender to expulsion of up to one year. This list is not all-inclusive. Expulsions may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policies.

Any act that would be a criminal offense when committed by a student that results in serious physical harm to persons or property may subject the offender to expulsion of up to one year. This list is not all-inclusive. Expulsions may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policy

I. *Minor to Moderate Violations*

Minor to Moderate Violations Consequences:

1. Tardiness
2. Violation of Student Dress Code
3. Out of Area
4. Class disruption
5. Loitering

6. Cafeteria misbehavior
7. Inappropriate displays of affection
8. Failure to follow school rules and policies
9. Repeated offenses

II. Moderate to Major Violations: Consequences range from Detentions, Saturday School, IIS, OSS and Expulsion.

Moderate to Major Violations Consequences:

1. Academic dishonesty – cheating or plagiarism
2. Assault on a student or fighting: striking, kicking, biting, pushing or threatening a student with or without a weapon.
3. Bus conduct
4. Disrespect and disobedience towards any staff member or adult
5. Disruptive behavior
6. Failure to accept/attend assigned discipline
7. Failure to provide evidence, providing false information, or lying
8. Falsification of signatures, data, or forging any school document or parents signature
9. Abuse of school district's hardware or software (see Internet Use Terms and Agreement pp. 20-25 of this handbook)
10. Insubordination, defiance of school personnel authority, not following directions
11. Obscene, pornographic or vulgar material or material which contains lewd or vulgar language
12. Truancy
13. Use and/or possession of tobacco or imitation tobacco products in school, at a school function, or on school property
14. Unauthorized use/possession of a flammable object including matches and lighters, etc.
15. Use of profane, vulgar, or abusive language or gestures
16. Repeated offenses

III. Major Violations: Consequences range from Saturday School, ISS, OSS and Expulsion

Major Violations Consequences:

1. Assault on or threatening a staff member
2. Dangerous instruments/weapons and look-alikes.
3. False alarm including fire, bomb threats, and 911
4. Harassment/Bullying, tormenting, taunting or persecution of another student.
5. Hazing or frightening, degrading, and disgraceful acts
6. Sexual Harassment/ Harassment
7. Misconduct away from school (all rules and regulations apply when attending school functions or school sponsored activities on or off school property)
8. Repeated or continued violations of Minor school conduct rules or rules for which suspension may be imposed
9. Sexual misconduct
10. Theft, stealing school property, or the personal property of a student or school personnel
11. Substance and/or medication abuse – alcohol, drugs, paraphernalia, giving medication to
 - a. another student
12. Trespassing on school property
13. Vandalism or damage to private, personal or school property
14. Violations of state or federal laws on school premises or at school sponsored activities
15. Repeated offenses

In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

Discipline will be administered according to the seriousness of the specific situation and/or to the number of repeated offenses committed by the student. **The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary.**

The rules and standards set forth apply to conduct on school premises, on school buses, at any school-sponsored event or function. The rules and standards also apply to any misconduct, regardless of where it occurs that is directed at a district employee or the property of such employee. Violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis. Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. The determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

Rule 5

NARCOTICS, ALCOHOLIC BEVERAGES, ANABOLIC STEROIDS, AND DRUGS: A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs, or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look-alike drugs), toxic inhalants, poisonous plants, drug/alcohol paraphernalia, vapes and any other dangerous chemicals/substances not noted.

DISCIPLINARY ACTION: Violation of this rule will result in suspension from school for up to ten days and possible recommendation for expulsion. Students found to possess, or use a vape device that is THC or Cannabis based will face the following disciplinary action; **First offense** – five (5) days combination of out of school suspension and in-school assignment and mandatory attendance in a Vape Educate program. **Second offense** – Recommendation for expulsion from school.

Rule 6

USE OF TOBACCO AND TOBACCO PRODUCTS:

A student shall not use or have in possession any form of tobacco or vaping paraphernalia (including "look alikes") in the school building or on the school grounds.

DISCIPLINARY ACTION: Student possession and/or use of all tobacco and vaping paraphernalia (including "look alikes") within school buildings, or on school property, or on school buses is prohibited. **Violation of this rule will result in disciplinary action up to and including suspension from school. First offense** – three (3) day suspension or in-school assignment and mandatory attendance in a Vape Educate program. **Second offense** – four (4) days suspension or two (20 days suspension and two (2) days of in-school assignment and enrollment in a voluntary Vape Cessation program through Vape Educate. **Third offense** – five (5) day suspension (subsequent offenses could result in additional out of school suspension and/or recommendation for expulsion). **The above includes but is not limited to E-cigarettes. Any Vape that is found to be THC or Cannabis based will result in discipline based on Rule 5.**

STUDENTS IN GRADES PRE-K THROUGH THREE

A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through three is removed and returned to their curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

Within one school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved, either by reinstatement, suspension, or expulsion.

DRESS CODE FOR STUDENTS

Students should be dressed for school in clothing that is appropriate for each season and will allow students to be safe, comfortable, and free from distractions that may detract from their learning or the

learning of others. Certain types of clothing, while appropriate for casual dress, have no place in the classroom or school. Radical departures from conventional clothing are inappropriate for school attire. Listed below are some guidelines to aid students in determining whether their clothing is suitable for school. If there is any question of appropriateness, the principal will make the determination.

The following list should serve as a guideline for proper student attire:

1. Clothing must be clean and without holes, rips, or tears. Jeans purchased with tears are acceptable. Clothing, patches, or jewelry that bear obscene or offensive words, slogans, pictures, illustrations, or gestures are not permitted, nor are any which refer to drugs, sex, alcohol, gangs, cults, tobacco or are derogatory to a race/ethnic group.
2. Dresses, shirts, and blouses of revealing materials or styles are not permitted.
3. Shoulders must be covered with shirt sleeves/straps that are not less than 1 inch wide. Tank tops are not permitted. Cold shoulder tops are acceptable. Midriff tops are not permitted. Undergarments or tops with spaghetti straps are not to be worn as exterior garments. Sleeveless shirts must have appropriate sized arm openings.
4. Shorts and skirts of a reasonable length may be worn. Boxer shorts, biker shorts, or cutoffs are not permitted. Shorts are not to be worn over pants.
5. Pants must be worn at the natural waist and be an appropriate size and length.
6. Body piercing in parts other than the ear must be okayed by Administration.
7. **No hats or head coverings.**
8. Possession or wearing of any object which may cause harm or injury to self, property or others is not permitted (ex. mace, chains, safety pins, etc.).
9. No make-up

Changes in styles and trends make it difficult to have a written rule for each and every potential dress code situation. The reasonable judgment of administration will be used to address areas arising that are not specifically covered above. Items that hinder the educational process, are offensive to others, or are dangerous have no place in school. Our goal is to protect the learning environment while allowing a high degree of individual choice and self-expression. Parents and students are asked to make responsible clothing choices within these guidelines.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

Unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. (2) Proofs of residency
- D. Notarized residency affidavit
- E. Proof of immunization
- F. Parent/Guardian ID

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization

affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DHS custody;
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior.

FIELD TRIPS

Field trips are academic activities that are held off-school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

FIRE, TORNADO AND EMERGENCY DRILLS

The school complies with all state safety laws and recommended safety procedures. The safeguards are reviewed in each class and are practiced to ensure that each child understands how to react in a real emergency.

FIRE DRILL

(Fire Alarm will sound)

The importance of quick, orderly fire drill cannot be impressed too strongly on the minds of our pupils. Fire drills insure safety in case of an emergency. They are a serious matter. The following rules should be observed:

- A. Always regard the ringing of an alarm as denoting danger. It may not always mean a practice.
- B. Walk rapidly from the building. DO NOT RUN!
- C. The last person to leave the room should close the door and turn out the lights.
- D. Pupils must refrain from talking during the drill. Regulations are posted in each room. Students should familiarize themselves with the directions and exits.

TORNADO DRILL

(Canister horns will sound if electricity is off)

In the event of a storm or emergency, students may be directed to take cover in the designated shelter area to be posted in each class room. If directed, sit on the floor placing hands over neck, elbows on

knees, face down. In the event of building damage, remain calmdo not move until the storm is over. In the event of outside activity and there is lightning in the area, students are to return to the building. Do not stay outside if there is lighting in the area.

LOCKDOWN DRILL

(Announcement will be made)

1. Secure the building – Lock your door
2. Lockdown - Alice Training Procedure takes effect

During a lockdown or lockdown drill lights are to be turned out in classrooms and offices, doors should be locked, there should be no talking and all staff and students should be out of view from interior windows.

CHILDREN AND YOUTH IN FOSTER CARE

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
3. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
4. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

GRADES

A standard grading procedure is followed, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the concepts being taught. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the coursework.

The school uses the following grading system: Grades 3rd – 5th

92 to 100	A	Excellent Achievement
83 to 91	B	Good Achievement
74 to 73	C	Satisfactory Achievement
65 to 73	D	Minimum Acceptable Achievement
0 to 64	F	Failure
	INC	Incomplete
	S	Satisfactory – 74-100%
	NI	Needs Improvement – 65-73%
	U	Unsatisfactory – 64% and below

Kindergarten – 2nd Grade Marks Key Standard Based Report Card

M/Mastery- The student demonstrates exceptional mastery of grade level standards
92-100%

P/Progressing- The student has not yet met the standard but is progressing toward achieving skills and learning grade level standards.

91-74%

L/Limited-Even with the assistance from the teacher the student shows little to no understanding of grade level standards.

73-below%

NA- Not assessed at this time

Reading Level: AL-Above reading level

GL- At Grade level

BL- Below grade level

All Report Cards and Interims are online. Please call the Board Office for access to Parent Assist. A hard copy will be provided upon request. Grades 4-6 have interims.

STUDENT PROGRESS/PROGRESS BOOK

Kdg--5th grade students and parents/guardians are provided with Progress Book accounts at the beginning of the school year. Report cards are available online at the end of each grading session of the school year. There will be two grading sessions per semester. Parents have continual access to student grades via Progress Book. Final report cards will be mailed home. The school applies the following grading system:

The policy of the Leetonia Exempted Village School district states that parents can/will:

1. Utilize Progress Book in checking grades as a method of communication with teachers.
2. Parents are expected/encouraged to contact teachers via email if they have questions or concerns.
3. Schedule/Attend parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents.

GRADING PERIOD

Students shall receive a report card at the end of each 9-week period indicating the grades for each course of study.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Mid-term reports and parent conference days are scheduled to review interim progress.

An incomplete 9-weeks grade must be changed to a letter grade within 4-6 school days following the close of a grading period.

Promotion to the next grade is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical and social maturity
- School attendance
- Third Grade Guarantee

HARASSMENT AND/OR AGGRESSIVE BEHAVIOR

(Including BULLYING/CYBERBULLYING)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and or/aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes; physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. ***Verbal harassment or abuse;***
- B. ***Pressure for sexual activity;***
- C. ***Repeated remarks with sexual or demeaning implications;***
- D. ***Unwelcome touching;***
- E. ***Sexual jokes, posters, cartoons, etc.;***
- F. ***Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;***
- G. ***A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.***
- H. ***Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.***

Note: Inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the follow:

- A. **Verbal:**
The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:**
Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- A. **Physical:**
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name calling, taunting, making threats and hazing.

Any student who believes that she/he is the victim of any of Bullying/harassment or has observed such actions by another student, staff member, or other person associated with the Leetonia Exempted School District, or by third parties should follow the Bullying Plan:

1. Students report incident on Student Discipline Form and have discussion with principal.
2. Students reports incident on Student Discipline Form, they have discussion with principal incorporating the four (4) step method.
3. Student reports incident on Student Discipline Form, conference with principal, call parents.

4. Student reports incident on Referral Form, conference with principal, (set up meeting with Parents, Guidance Counselor and/or Psychologist, Student, Principal) get Pathways and/or Family Recovery involved.

BULLYING INTERVENTION PLAN

The school district is committed to being proactive against harassment/bullying by developing a prevention program. The following steps will be taken in the event of any reported incidents:

- First (1st.) Offense: Conversation with Bully/send to counselor
- Second (2nd.) Offense: Conversation with principal and school counselor.
- Third (3rd.) Offense: Conversation with principal and parents and team (Guidance Counselor, Nurse, Psychologist (if available), Parents, Student) to discuss issues surrounding student.
- Fourth (4th.) Offense: Suspension/Principal discretion/refer to Pathways or Family Recovery.

Please note: Disciplinary consequences may be given at any point(s), as determined by the school principal.

Given the nature of harassing and or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines.

COMPLIANCE OFFICER FOR POLICY #'S 1662, 3362, 4362, 5517, 5517.02

(Refer to Board Policies)

Jackie Dunnigan—K-5 Principal

450 Walnut Street

Leetonia, OH 44431 Phone: (330) 427-6594 Ext.: 2110

jdunnigan@leetonia.k12.oh.us

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Principal.

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 (K-8only), 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. Leetonia School Districts Homeless Liaison is the Superintendent. Please contact him at (330-427-2115, ext.: 1010.)

HOMEWORK

The assignment of homework can be expected. In an effort to encourage family involvement in student literacy, parents are asked to sign-off on Read and Respond sheets each night. Homework is also part of the student's preparation for tests. It will not be assigned for disciplinary reasons, only to enhance student learning and involve parents.

INDIVIDUALS WITH DISABILITIES

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

The laws define a person with a disability as anyone who:

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Mrs. Smith 330-427-2115 ext. 31148 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

INTERROGATION OF STUDENTS

THE School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

USE OF THE LIBRARY

The library is available to students during their scheduled time. Books may be checked out at during their scheduled time.

LOITERING

Students are expected to enter the building promptly upon arriving at school. Students are to report to an area to be assigned and remain there until the first bell.

Students are expected to leave the building at the end of the school day and are not permitted to remain after hours unless they are part of an extracurricular or co-curricular activity being held under the supervision of school personnel.

LOST AND FOUND

There is a lost and found area in each school building. Students who have lost items should check the lost and found before reporting an item as missing or stolen. Unclaimed items will be given to charity at the beginning of each month.

MAKE-UP WORK

A student with an excused absence may complete any missed work. It is the responsibility of the student to turn in any assignments when they return. **If the student misses the day of a scheduled test, the student will be required to take the test the day they return. The student must turn in all work up to the day of absence on the first day of return. Students will be given one day for each day of absence to complete and turn in any work they missed.** Students not meeting this time line may not receive credit for the work. The principal may grant extra time for make up in special cases where the circumstances warrant an extension. If a project has been assigned far in advance, the project is expected to be turned in on the day the student returns to school.

If the absence will be over **three (3) days**, arrangements for assignments can be made by giving the school office notice and allowing 24 hours to gather all materials. If material is picked up for students to complete while off, it is encouraged to be completed upon return.

MEDICAL POLICY

STUDENT WELL-BEING

Student safety is a responsibility of the staff and student. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately. State law requires that all students must have an emergency medical form, signed by a parent or guardian, and filed in the school office. **A student may be excluded from school until this requirement has been fulfilled.**

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, both prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision. Students are not permitted to carry any form of medication with them at school except as outlined in the "Student Carried Medication" policy. The School Nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to be taken during the school day without notifying the School Nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided on Finalforms.

HEALTH SCREENINGS

Health screenings including vision, hearing, scoliosis, height and weight, blood pressure, and screening for head lice will be conducted throughout the school year. These screenings are in accordance with school policy and Ohio Department of Health guidelines. Any objection to these screenings should be made in writing to the school nurse.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Nurse's office.
- D. Medication that is brought to the office will be properly secured. All medicine must be kept in the original pharmaceutical container, labeled with the child's name, type of medication, the dosage, and the times.
 1. Medication must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
 2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has 10 the responsibility for both presenting on time and for taking the prescribed medication.

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

NONPRESCRIBED (OVER-THE COUNTER) MEDICATIONS

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Nurse.

Physician authorization is not required in such cases.

By written notice, parents may also authorize that their child

May self-administer nonprescribed medication.

May keep nonprescribed medication in their possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

Provided the student has submitted prior written approval of the student's parent/guardian to the Nurse.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

STUDENT CARRIED MEDICATION

Students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written permission from his/her parent and the licensed prescriber and has submitted the appropriate form, "Authorization for the Possession and Use of Epinephrine Autoinjector" to the school nurse. The parent shall provide a back-up dose of epinephrine to the school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee will immediately request assistance from an emergency medical service provider.

All medication should be picked up by a parent at the end of the school year. Medications left beyond that time will be discarded.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary waiver, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal or School Nurse.

**Immunization Summary for School Attendance
Ohio**

VACCINES	Ohio School Immunization Requirement Details
DTaP Diphtheria, Tetanus, Pertussis	Grades K-12 Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, after the fourth birthday, a fifth dose is not required. Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.
Hep B Hepatitis B	Grades K-12 Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The third dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR Measles, Mumps, Rubella	Grades K-12 Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	Grades K-12 Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday. There must be at least six months between the final and previous dose, regardless of the number of previous doses. If any combination of IPV and OPV was received, four doses of either vaccine are required. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted.
Varicella (Chickenpox)	Grades K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap Tetanus, Diphtheria, Pertussis	Grades 7-12 One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began between seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.
Meningococcal Meningococcal ACWY	Grades 7-11 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. Grade 12 Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16. If the first dose was given on or after the 16th birthday, only one dose is required.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include:

<u>Disease</u>	<u>May return to school</u>
Strep/scarlet fever	24 hours after appropriate antibiotic treatment
Pink eye	24 hours after appropriate antibiotic treatment
Chickenpox	When lesions are crusted
Impetigo	24 hours after appropriate antibiotic treatment
Ring Worm	24 hours after appropriate anti-fungal treatment
Scabies	24 hours after initial treatment
Head Lice	After initial treatment, student MUST be free of Lice and nits (eggs) to return to school
Fifth Disease	No exclusion from school required

Guidelines for all other diseases/conditions will be as indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the School's Administrative Guidelines or as directed by the student's physician.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. Students are to bring a plastic bag to school for storing coats and book bags.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to, the following:

- Engaging in activities with other student in the school environment) e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

- Participating in extra-curricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F-Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or the Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or the Health Department.

- The student's parents will be asked to provide a copy of the test results for maintenance in the Student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

INJURY AND ILLNESS

All injuries must be reported to a teacher and the nurse. If minor, the student will be treated and may return to class. If medical attention is required, the nurse will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or go home. No students will be released from school without proper parental permission. Arrangements for transportation home will be made by the nurse.

PARTIES - INVITATIONS TO OUT-OF-SCHOOL

To avoid hurt feelings, the Elementary School does not permit students to issue invitations to personal parties unless the invitation is extended to:

1. **ALL** of the students in the class
2. **ALL** of the **girls** in the student's homeroom if it is an **all-girl party**
3. **ALL** of the **boys** in the student's homeroom if it is an **all-boy party**

PHOTO OPT-OUT

The Leetonia Exempted Village School District recognizes the value of audio-visual and other types of electronic communication in providing our child with an effective education and hereby grant permission for our child and/or his/her school work products to be photographed or videotaped as part of an educational program produced by the District or coalition of county districts. These communication avenues may also include photographs/videos of students involved in a variety of school-sponsored activities.

We further grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. We understand that our child's image, name, work, product, school. And grade may be revealed in the presentations but that no other information about our child will be revealed without our prior consent.

If you do **NOT** give permission for your child and or his/her school work products and/or school activities to be utilized, please fill out and sign the form in Finalforms under “Student Media Release”. All efforts will be made to accommodate your request.

PUBLIC SCHOOL CHOICE OPTIONS

If a school within the District has been designated as “persistently dangerous” as defined by State law, student have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, the student also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievement during the course of the school year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics and citizenship. Students receive marks in the following areas: mathematics, reading, language arts, science, social studies, band/choir/music, physical education, and art.

Honor Roll – Grade 3rd, 4th & 5th

Distinguished Honor Roll

All A’s, S’s.

Merit Roll

All A’s, & B’s, S’s,

PROTECTION AN PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). 12 Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information includes: Name, address, phone number, grade level, dates of attendance, enrollment status. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the website.

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 the prior written consent of the parents/guardians, 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. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an

appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians 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/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. F

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

STUDENT FINES AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. The student who receives a book agrees, if he/she abuses said book beyond normal use, to pay a fine or total amount for a lost or destroyed book. Losing pages from a textbook is the same as a loss and this book must be replaced.

Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the withholding of grades. Students whose parents are on ADC or Disability Assistance (ORC Section 3313.642) are exempted from fees for instructional purposes. Please notify the principal if you fall within these categories. Students are to cover their texts to help extend and protect the life of the book.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal.

SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

SEARCH AND SEIZURE

Lockers are the property of the school and therefore are subject to random searches by authorized personnel at any time (O.R.C. 3313.20). Such searches may include the use of trained dogs under the supervision of their handlers.

STUDENT ASSESSMENT

Group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instruction needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Classroom teachers will provide parents with any State-mandated assessments by the end of the school year.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATION

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail (“e-mail”). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

VACATION/Extended Student Absence During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family

- A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal or his/her designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. When a family vacation must be scheduled during the school year, **the parents should contact the office to request a Vacation Notification form at least 5 days in advance of the absence.** This form will be used to advise staff of the nature of the absence. Students will be excused for a maximum of 10 vacation days during the school year.
- B. The student may be given approximate assignments and material and pages to be completed.
- C. The time missed will be counted as an authorized, excused absence, but shall not be a factor in determining grades unless make-up work is not completed. Assignments and class work missed shall be made up within a period of time equal to the amount of school days missed.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and obtaining a pass shall be reported to the principal. If a person wishes to talk to a member of the staff, an appointment should be made prior to coming to the school to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal at least one day in advance. No visitors will be permitted the week prior to a holiday or the end of school or on the day of any special event. Visitors are limited to a 1-day visit.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five days of the parents’ notice or request, except as permitted by law. (See Board Policy 8330-Student Records)

**Leetonia School District
School Wide Title I Home-School Compact
2025-2026 Academic School Year**

<p>The School: Leetonia Elementary School-administrators, educators and support staff--we understand the importance of providing a positive school experience for every student. Therefore, we agree to carry out the following responsibilities to the best of our abilities:</p> <ul style="list-style-type: none"> · Provide high quality curriculum and instruction · Believe that each child can learn · Have high expectations for learning and achievement of all students · Respect and value the uniqueness of each child and his/her family · Provide a safe and emotionally secure learning environment · Help build capacity for parental involvement in their child's education · Communicate regularly with families and welcome family involvement in school · Be accessible to parents through parent conferences and planning/conference time throughout the school day · Provide information on a child's performance through progress reports and parent conferences · Provide learning experiences that support/extend classroom learning and encourage students to read at home · Help prepare all students to become successful learners and responsible citizens <p>Administration signature:</p> <hr/> <p>Jackie Dunnigan, Principal</p>	<p>The Parent/Guardian: As a parent/guardian, I understand that participation in my child's education will help his/her achievement and attitude in order to reach his/her potential. Therefore, I agree to carry out the following responsibilities to the best of my ability:</p> <ul style="list-style-type: none"> · Take advantage of opportunities to volunteer in the school and observe classroom activities · Believe my child can learn · Monitor homework nightly, provide time and space for homework and make sure homework is complete · Support the school in developing positive behaviors and attitudes · Read to or with my child regularly and talk about their school day · Provide support and encouragement at home to help my child become more proficient in his/her learning · Actively participate in school functions and activities · Send my child to school prepared and ready to learn and encourage daily, on-time attendance · Check backpacks and planner and review and respond to school notices · Attend parent programs and workshops sponsored by the school · Express high expectations and offer praise and encouragement for achievement <p>Parent/Guardian signature:</p> <hr/> <p>Print</p>	<p>The Student: As a student, I know my education is important. I understand that I am the one who is responsible for doing my work in school and at home. Therefore, I agree to carry out the following responsibilities to the best of my ability:</p> <ul style="list-style-type: none"> · Believe that I can learn · Show respect for myself, my school and other people · Always try to do my best in my work and my behavior · Come to school prepared with my homework and supplies · Take home materials and information needed to complete homework assignments · Ask for help when I need it · Read at home daily · Bring all school notices home <p>Student's Printed signature</p> <hr/>
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**Leetonia Exempted Village School District
K-12 Campus**

450 Walnut Street . Leetonia, Ohio 44431 . Phone: 330-427-2115
Fax: 330-427-1136

Notice of Parents Right-to Know

Issue Date: August 25, 2025
Sources: Office of Federal Programs
Key Words: Parent, Teacher Qualification

Date: August 25, 2025

RE: Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your 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 receives 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:

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

You may ask for the information by returning this letter to the address listed above. Or you may fax or e-mail your request to the above listed fax number or e-mail address. Be sure to give the following information with your request:

Child’s full name _____
 Parent/guardian full name _____
 Address _____
 City, State, ZIP _____
 Teacher’s name _____

Sincerely,

Jackie Dunnigan
Elementary Principal



**Leetonia Exempted Village School District
K-12 Campus**

450 Walnut Street . Leetonia, Ohio 44431 . Phone: 330-427-2115
Fax: 330-427-1136

Del aviso a los padres sobre el derecho a saber

Fecha de emisión: 25 de Agosto de 2025

Fuentes: Oficina de Programas Federales

Palabras clave: calificación para padres y maestros

Fecha de: 25 de Agosto de 2025

RE: Cada Ley de Éxito del Estudiante (Ley Pública 114-95), Sección 1112 (e) (1) (A)

Estimado Padre / Tutor:

Usted tiene derecho a saber sobre las calificaciones de enseñanza del maestro de su hijo en una escuela que recibe fondos del Título I. la Ley feceral de éxito de todos los estudiantes (ESSA) requiere que cualquier distrito escolar que reciba fondos del Título I debe notificar a los padres de cada estudiante que asiste a cualquier escuela que reciba los fondos del Título I que puedan solicitar, y el distrito propocionará a los padres a solicitud (y a tiempo) manera), información sobre las calificaciones profesionales de los maestros de aula del estudiante, incluyendo, como mñimo, lo siguiente:

- I. si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro Brinda instrucción;
- II. Si el maestro está enseñando bajo emergencia u otro estado provisional a través del cual se ha renunciado a la calificación del Estado o los criterios de licencia; y
- III. si el maestro está enseñan do en el campo de la disciplina de la certificación del maesro;
- IV. Si su hijo recibe servicios de paraprofesionales y, de ser así, sus calificaciones.

Puede solicitar la información devolviendo esta carta a la dirección indicada anteriormente. O puede enviar su solicitud por fax o correo electrónico al número de fax o dirección de correo electrónico mencionados anteriormente. Asegúrese de proporcionar la siguiente información con su solicitud:

Nombre complete del niño _____

Nombre complete del padre / tutor _____

Dirección _____

Ciudad, estado, Código postal _____

Nombre del maestro _____

Atentamente,

Jackie Dunnigan
Directora de primaria

Leetonia Exempted Village Schools
Board of Education 2025-2026

Mr. Larry Duko

Mrs. Marilyn Heddleson

Mr. Michael Henderson

Mrs. Jennifer Merritt

Mrs. Michele Votaw