STEUBENVILLE City Schools



Be Kind
Learn
Grow

Elementary School HANDBOOK

2026-2027

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Introduction

Our Elementary Handbook has been developed as a guide for parents and students of the Steubenville City Schools. The information contained in this booklet refers to the preschool through grade four programs in our school district. This is general information that pertains to all of the elementary buildings. During the course of the school year, you will receive newsletters and calendars from your principal that will contain more specific information for your particular school.

The Steubenville City School District is progressive district that strives to meet the needs of each student. We believe in open communications between the home and school and encourage parents to contact us if you have questions or concerns about your child's education. In Steubenville City Schools

…..CHILDREN ARE OUR BUSINESS – OUR ONLY BUSINESS…..

We look forward to working with you throughout the school year.

Steubenville City Schools

Central Office Staff

611 North Fourth Street
Steubenville, Ohio 43952

(740) 283-3767

Mrs. Melinda Young	Superintendent
Mr. Bobby Lamantia	Treasurer

Board of Education Members

Mr. William Hendricks	President
Mr. Matt Davis	Vice President
Mr. Tom Timmons	Member
Mr. Greg Agresta	Member
Mrs. Ruth Annn Bruzzese	Member

Elementary Buildings

East Garfield Elementary	740-282-4912
McKinley STEM Academy	740-314-7070
Wells Academy	740-282-1651
Pugliese West Elementary	740-264-1590

STEUBENVILLE CITY SCHOOLS

MISSION STATEMENT

To continue our rich tradition of excellence by providing an innovative, high-quality education that inspires and empowers students in a safe, supportive and diverse environment.

STEUBENVILLE CITY SCHOOLS

VISION STATEMENT

Transforming lives by educating students for a lifetime of success.

STEUBENVILLE CITY SCHOOLS

MOTTO

Pride, Excellence, Tradition

STEUBENVILLE CITY SCHOOLS

DISTRICT GOALS

1. We will establish a district-wide commitment to enhancing student learning through exceptional curricular design and development.

2. We will nurture and support an environment of respect, safety, trust, and diversity.

3. We will foster an inclusive climate and culture that meets the needs of learners, educators and the community.

Absences and Tardiness

The Missing Child Law of the State of Ohio requires that you call the school when your child will be absent or tardy for the day. Please telephone the school office by 9:00 a.m. each time your child will be absent. When your child returns to school, a written excuse must be submitted from the parent or guardian before he/she will be credited with an excused absence.(Section 3321.04 of the Ohio Revised Code.

Students missing the morning session of school will be counted absent three (3) hours after 10:30 am. The same applies to the afternoon session. Written excuses from home should be brought to the teacher. (See Habitual Truancy on page 22)

Sickness and Injury

Students who become ill or are injured during the school day are to report to the teacher in charge. In case of serious injury or illness, attempts will be made to notify the home or alternate contact number indicated on the child's emergency card. For extreme circumstances, the instructions on the child's emergency procedure card will be followed.

Transfers

We hope your child will be with us for his/her entire education. If it is necessary to transfer your child from the Steubenville City Schools, the parent or guardian should notify the school office as soon as possible.

Vacations

Vacations during the school year are discouraged. However, if no other arrangements can be made, parents are to contact the Building Principal and/or teacher at least one week, in advance of the anticipated absence. When planning a vacation, factors such as attendance, current grade average, classroom performance, and teacher recommendation should be taken into consideration. Assignments will be issued prior to leaving and are due upon return to school unless some other arrangement is made with the teacher.

Insurance

For the convenience of the parents, a school insurance policy is available each school year. Any student participating in the inter-scholastic sports program must be covered by some form of medical

insurance. This also includes school cheerleaders. You will be asked to sign a form verifying insurance coverage.

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not

• single episodes of social rejection or dislike

• single episode acts of nastiness or spite

• random acts of aggression or intimidation

• mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Hazing

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational

environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not Jessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, arc inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: September 19, 2012]

[Re-adoption date: June 29, 2016]

[Re-adoption date: November 20, 2019]

LEGAL REFS.: Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 1 17.53

2307.44

2903.31

3301.22; 3301.68

3313.666; 3313.667

CROSS REFS.: AC, Nondiscrimination

ACA/ACAA, Nondiscrimination on the Basis of Sex/Sexual Harassment EDE, Computer/Online Services (Acceptable Use and Internet Safety) IGAE, Health Education

IIBH, District Websites

JFC, Student Conduct (Zero Tolerance)

JFCK, Use of Electronic Communications Equipment by Students JG, Student Discipline

JHG, Reporting Child Abuse and Mandatory Training JO, Student Records

Student Handbooks

3319.073; 3319.321

Chewing Gum

Students are not permitted to chew gum at school. This includes in the classroom, on the school grounds, and on school buses.

Parent-Teacher Organizations

The PTO is organized to work with the individual schools to help meet the goals set for each school. The PTO, as well as any group formed at the building level, must work through the building principal. **Goals set by any group must match the goals set on the district and building level.** All fundraisers must have prior approval from the building principal.

Change of Address, Telephone Number, or Guardianship

It is important that all school records be kept up-to-date at all times. Please inform the office staff when there will be a change in your address, telephone number, or the guardianship of your child. Records will only be released with the permission of the legal guardian.

Emergency Forms

New emergency forms must be completed for each child each school year. All information must be correct. Emergency information must include he names and telephone numbers of people we can contact in an emergency if you cannot be reached. At least two telephone numbers must be included. **This information is very important should an emergency arise with your child.**

Student Dress Code

All students are expected to wear neat, acceptable and clean clothing which includes pants, shorts, shirts, dresses, skirts, blouses, and footwear at all times. The following types of clothing and accessories are prohibited:

1. Short shorts or pants that do not cover undergarments. (No sagging pants at anytime).

2. Clothing that does not cover the torso. (The bottom of shirts, blouses, and sweaters must overlap the top of pants so that the body is not exposed).
3. See-through or revealing clothing.
4. No muscle shirts, tank tops, or midriff tops.
5. Caps, hats, visors, bandanas, scarves or any other head covering are not to be worn inside the building.
6. Clothing with profane writings, insignias, sexual implications, or advertising of drugs, alcohol or tobacco products.
7. Jewelry worn in pierced body parts shall be limited to the ear.
8. No sunglasses unless prescribed by a doctor.
9. No flip-flops, cleats, or roller skate shoes are permitted.

In addition, all students must wear shoes of some type while at school. In the event a student fails to follow this dress code, the parent will be called to bring the student a change of clothing or the student will be sent home to change. Proper school attire is the responsibility of the parent.

School administration reserves the right to judge any form of dress that may be appropriate or inappropriate, disruptive, or unsafe for the school environment.

Wells Academy has separate dress code. Contact building principal for additional information.

Dangerous Weapons Policy

Students are prohibited from bringing a firearm on school property, in a school vehicle, s or to any school-sponsored activity. The Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters, which might lead to a reduction of the expulsion period, include: the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.a. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant chare of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

LEGAL REF.: ORC 3313.66. 3313.661

20 USC 2701 ET SEQ.-TITLE IX 9901-9905

18 USC 921

20 USC 8922

Foster Care

Sarah Elliott - Foster Care Liaison

selliott@rollred.org

740-282-9741 ext. 7401

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

   Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records what the parent or eligible student believes are inaccurate.

   Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPS are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Fire Drills

Each elementary school will conduct one fire drill per month. Teachers have designated routes outlined for exit form each room in the building that is reviewed with the students on a regular basis. Teachers also stress the importance of proper behavior during fire drills with students.

Tornado Drills

Tornado drills are held monthly from **April 1st to July 31st** when school is in session**.** An area of safety has been designated for each building.

Safety Drills

In addition to the monthly Fire Drills and seasonal Tornado Drills, at least one safety drill is conducted annually. This drill is to instruct students in procedures to follow in situations where students must be secured in their building (rather than evacuated).

Medication

If it is necessary for your child to take medication that must be administered during the school day, the appropriate from must be completed and signed by your child's physician and by the parent or guardian and submitted to the school before any medication can be given. All medication must be left in the office.

Use of Asthma Inhalers

In compliance with The Asthma Inhaler Law, effective November 2, 1999, the Steubenville City Schools shall permit students to carry asthma inhalers with the written consent of their physician and parents. The parent or legal guardian, with assistance from the child's physician, shall compete from SE 211b and submit the form to Steubenville City Schools prior to carrying an asthma inhaler. Other students with asthma may continue to administer medication as documented on form SE 211.

As stated in the law, the Steubenville City Schools shall be granted immunity for good faith actions in connections with this permission.

Valuables

Students are not to bring money, electronic games, toys, or other valuable materials to school. These items are often left on a desk or table in classrooms that are vacant during lunch periods or at various other times during the day. It is very difficult to monitor these materials.

Please mark your child's clothing, boots, lunch boxes, etc., with an address label, or at least, your child's last name.

When it is necessary to send money to school, place it in a sealed envelope with your child's name, amount of money enclosed, and the purpose of the money on the outside. When sending money, it is important that the correct amount be included since it is often difficult to make change for large numbers of children.

Gifted

The Steubenville City School District ensures equal opportunity for all district students identified as gifted to receive gifted services. Our gifted enrichment program begins at the elementary level. Identified students are serviced at the enrichment center. Presently the center is located at Wells Academy. Identified fifth grade students are serviced in accelerated classes at the middle school. Students identified in grades six through twelve are serviced through our University Scholars Program. The University Scholars Program is an honors program that accelerates the students through curriculum. The primary goal of the University Scholars Program is to provide opportunities for high potential learners to be challenged in areas not presented in the regular classroom. These students will be well prepared to attend any college or university in the United States. Each student's program is developed based on assessment data. Students in grades six through twelve identified in performing and visual arts are serviced through our art, band, choir and/or orchestra programs.

Grades and Grading

The following grading scale is in effect in all elementary schools:

90-100	A
80-89	B
70-79	C
60-69	D

During the developmental years it is important that students learn to work in small group situations, that opportunities are present for discussions and hands on activities, and that more emphasis is placed on mastering skills instead of assigning a grade to a paper. For these reasons, the Steubenville City School District has adjusted the grading system for grades K and one.

Preschool and Kindergarten:

E	Excellent Progress
P	Progressing as expected

N	Not progressing as expected
X	Not introduced yet
I	Improvement shown since last grading period

Grade One:

Letter grade in math and reading

All other subject areas: S or U

Consideration for promotion from grade one to grade two should include the following:

A. Student has satisfactorily completed passage 7 of the Reading Roots eight-week assessment by the final grade period.
B. Consideration has been given to the child's age and social development.

Retentions will occur in grades 2-4 when a child fails two or more major subjects.

Highly Qualified Teachers

The Every Student Succeeds Act requires teachers to be highly qualified. You will be pleased to know that all teachers of the Steubenville City Schools are highly qualified. You may request information regarding the professional qualifications of your child's classroom teacher. To request this information please contact your building principal.

Special Academic Assistance

Every child is unique in his/her ability to master skills. At times, a child may need assistance in various subject areas. The following programs are in operation in the Steubenville City Schools for students who need academic support.

Reading and Math – tutoring during school day/after school

Special Education Classes

- Autism
- Cognitive Delayed Handicapped
- Learning Disabilities
- Emotional Disturbance
- Hearing Impaired
- Speech/Language
- Multiple Handicaps
- Other Health Handicapped

All programs are not offered in all schools. If you feel that your child may need assistance, please talk with your building principal.

Notice of Parents Right-to-Know

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 receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject are s 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;

III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and

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 email your request to the provided fax number of email 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:_____

Homework

The school district realizes that maturation plays an important part in the assignment of homework. Differences in the abilities and interests of students vary greatly. It is important that each child have structure in his/her life and is able to anticipate the workload involved at various levels and plan enough time to complete the required work adequately.

Homework guidelines are in effect throughout the school district for the regular education program. It should be understood that students involved in honors programs or special activities may be required to complete additional work.

In 2001 and 2002 the Steubenville City School Board of Education adopted the SFA reading math curriculum with Specific Homework Guidelines. Building Administration and Title I Facilitators will communicate these guidelines through meetings and publications.

The following Board adopted homework guidelines apply to all other subjects and are exclusive of SFA Homework:

Grade One:	10 minutes of work each evening. This takes into consideration the long days that a first grader puts in and the short attention span children have at this age. First graders need to enjoy play activities in the evening as well as begin to be responsible for homework assignments.

Grade Two:	15 to 20 minutes up to three nights per week
Grade Three:	20 to 30 minutes up to three nights per week
Grade Four:	30 to 40 minutes up to three nights per week

Homework Responsibilities

Teachers:	Should assign homework that is meaningful to the individual
Parents:	Should provide a quiet place for study, encourage good study habits, show interest in the work being completed, and review completed work with their child.
Students:	Should be certain that they understand the assignment before leaving school, follow a set schedule for the completion of work, bring work back to school, hand work in on time, and make sure work is neat and accurate.

Early Release

Students will be released from school only through the principal's office to the parent or approved adult. Parents must submit a list of approved adults. Request for dismissal of students during school hours must be made in writing in advance. Early releases are discouraged unless for an emergency.

Non-Discrimination Notice

The Steubenville City Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, services, activities, and facilities accessible to and useable by handicapped persons, contact

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil rights Amendment (PPRA), 20 U.S.C.§ 1232h, requires School Districts to notify parents/guardians and obtain consent or allow to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sec behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Anti-Harassment, Anti-Intimidation, or Anti-bullying House Bill 276

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be kept confidential and shall be investigated as soon as possible.

OFF-CAMPUS MISCONDUCT POLICY

1. APPLICATION OF DISCIPLINARY CODE TO OFF-CAMPUS MISCONDUCT

   The Student Disciplinary Code and all penalties shall apply to conduct off school grounds that may endanger the health or safety of students within the school district or adversely affect the educative process.

2. EXAMPLES OF OFF-CAMPUS MISCONDUCT SUBJECT TO DISCIPLINE

   Examples of such conduct include, but are not limited to: illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession, violent offenses, robbery, burglary, arson and sexual assaults.

3. FULL-RANGE OF DISCIPLINARY PENALTIES

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, as well as removal from participation in extra-curricular activities, such as interscholastic sports teams, club sports student government positions, class trips, class proms, and graduation ceremonies.

Ohio Resident Educator Summative Assessment (RESA)

Parental Consent Form for Videotaping

The Ohio Resident Educator Summative Assessment (RESA) is one of the requirements for teachers registered in the Resident Educator program to obtain a professional license. To complete the RESA, teachers will need to videotape themselves teaching four times during the school year. Consequently, it may be possible that your child will be videotaped. The focus of the video is the teacher's instruction. **The sole use of the videos is for the development and implementation of the RESA field test project**.

The videos will not be used for any other purposes than the following:

1. Training of scorers of the Resident Educator Summative Assessment.
2. Professional Development of Resident Educator program mentors and educators within Ohio.
3. Scoring of the Resident Educator Summative Assessment.

If you do not consent to the videotaping of your child the district will honor your decision. Please contact your building principal in writing notifying them of your decision not to participate.

The Parent Mentor Program Provides

- Guidance to families through the special education process to help them understand rights and responsibilities of the student, parent and school district.
- Information and resources to families and school personnel on education laws, district programs and services and community support.
- Support by attending individualized Education Program meetings and other meetings related to services of the child that parents and school district staff might request.
- Informational sessions and workshops based on the needs of families and professionals.
- Assistance in strengthening and/or building a collaborative partnership between families, schools and communities to benefit students with disabilities.
- Individualized and confidential support to families and educators.

To contact the Steubenville City School Parent Mentor, Angie Forte, please call 740-283-3767 or email aforte@rollred.org.

PARENTAL INVOLVEMENT IN EDUCATION

The Board believes that parent/guardian involvement is an important part of the educational program.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

A. The importance of the involvement of parents and foster care givers in directly affecting the success of their children's or foster children's educational efforts.

B. How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities.

C. Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic

efforts at school and their children's or foster children's development as future responsible adult members of society.

Steubenville City School District ensures that parents of students have an opportunity to participate in the design and implementation of educational programs through the employment of activities such as the following:

1. Informing each child's parents of specific instructional objectives
2. Progress reports
3. Conferences
4. Providing suggestions and materials for parents to help at home
5. Parent training (workshops)
6. Providing timely information concerning school programs such as plans and evaluation
7. Parent questionnaires on planning, development, and operation of program
8. Responding to parent recommendations
9. Volunteer assistance
10. Parents councils
11. Parent coordinator
12. Family support meetings
13. Parent compact
14. Other activities as appropriate

Reviewed by Building Solution Coordinators 5/18

Physical Education Program

Physical education instructors help students develop fitness, master skills, and learn to work with teams on the elementary level.

Physical Education Guidelines

A. Students must where shoes that have rubber soles. Tennis shoes are required. No heels, sandals, or flip-flops of any kind are permitted.

B. Students will not be permitted to wear dangling earrings or jewelry, which may interfere with their participation in the class.

C. Participation and cooperation in class is required.

D. There will be no gum, candy, or pop permitted in the gym at any time during class.

E. All other rules observed by the school as a whole will be enforced in physical education class.

Vocal Music Program

The elementary vocal music program exposes students to many different phases of music. All elementary students participate in learning songs and performing through annual school programs and special events throughout the school year. The Wells Academy places special emphasis on this area of the curriculum.

Stringed Instrument Program

Students in grade 4 may participate in a string instrument program, which continues through the middle school and high school.

Elementary Band Program

Students interested in learning to play a musical instrument are offered special instructions beginning in grade 4.

Elementary Sports Program

The Steubenville City School District cooperates with the Steubenville Recreation Department in offering city students the opportunity to participate in a skill-oriented sports camps. Programs or skill camps are offered through the city for students in grade 4.

Flag Football

Boys Basketball

Girls Basketball

Girls Volleyball

Boys Wrestling

Promotions and Retentions

The decision to retain a child in school is one of the most difficult decisions a teacher will ever make. Although the philosophy of the Steubenville City Schools is to educate each child as an individual, there are some children who are developmentally slower than most children in their class and need to repeat the activities introduced on a specific grade level so that mastery of skills can be attained. For the most part, retentions take place during the primary grades; specifically, grade one.

The Steubenville City School District follows the guidelines of the State of Ohio Model for Early Childhood Education. Students in grades preschool through one are involved in a skill-based curriculum model, which involves reaching specific benchmarks at each grade level before moving into another set of skills. Reading and math are graded subjects in grade one, while an S or U indicates the progress in other subject areas.

Reading is the primary indicator of success in grade one. Prior to being promoted to the second grade, a child must read proficiently enough to begin to study social studies and science as graded subject areas in grade two.

Visitations, Conferences and Admission to the Building

1. All visitors to the school must report to the main office to sign in **(Ohio State Law)**.

2. No one is permitted to enter any classroom unless cleared by the office and the teacher first. This is a must in order to prevent classroom interruption.

3. We must account for every person in the building at all times.

When entering the school building, Ohio Law requires that you report to the PRINCIPAL'S OFFICE.

Progress Report

The progress report is a tool used by the school to report exceptional work a student is doing or to communicate with the parent concerning problems a child is experiencing. Interim reports are forwarded to parents at the mid-point of each nine-week grading period. When an area of concern is pointed out on an interim report, please make contact with the school so that we can work together to help your child make better progress.

Report Cards

Report cards are issued each nine-week period. In grades preschool and kindergarten, report cards are based on skill development. Students in grades 2-4 receive letter grades, which indicate the amount of success a child is having in each subject area. Report cards will also indicate the number of days a child has been absent and tardy from school during the nine-week period. Report Cards and Progress Reports will be accessed online. If you would like a paper copy, you will need to contact your building principal.

Please call the school for a conference if your child's report card indicates he/she is experiencing difficult in any subject area.

Criteria for Honor Roll

1. Elementary students in grades 2-4 are eligible for the honor roll.
2. A student must maintain a 3.0 grade average.
3. Reading and Math grades must be an A or B.
4. All other subject areas must be a grade of C or better. Students who receive a D, F or U in any academic subject area of the report card are ineligible for the honor roll.
5. Special education students are to be included in the honor roll. The teacher will apply a criterion suitable to each student's ability level.

Psychological Services

The psychologist is available to test students who have been referred to the building principal due to difficulties experienced in the classroom. The psychological evaluation becomes part of a multi-factored evaluation process. All testing information and teacher data are utilized during a team conference to determine the amount of adjustment that is needed to help a child succeed in the classroom. The Steubenville City School District strives to always place students in the lease restrictive educational environment. Whenever possible, adjustments will be made within the regular classroom setting. If a more intense program is needed, the district offers many classes designed for special needs students.

Elementary Enrichment Program

Students who excel academically have the opportunity to become part of the Elementary Enrichment Program in grades Preschool-4.

The Enrichment curriculum involves high level thinking skills, which stimulate students to excel beyond the basic elementary school program. Special interest topics include: Foreign languages, including Japanese and sign language, Astronomy, Chemistry/Physics, Creative Writing, Computers, and Community Service. Overnight field trips and workshops are also part of the enrichment program.

Speech Therapist

Speech therapists work with identified students in the elementary schools.

The program consists of screening, assessment, diagnosis, and identification. Once a student is identified, an instructional plan is written and reviewed with the parent. Students receive therapy at their home schools.

Speech therapy may be required to correct articulation problems or other communication problems, which may interfere with a child's success in educational programs.

School Health Program

Nurses service the elementary schools in the Steubenville City School District. The nurse is available during the school day for emergency care and to perform duties at all Elementary Buildings.

In addition, the following screenings take place each year:

Vision	Grades Pre-K, K, 1,3,4 – the LEA Symbol and Snellen Letter Charts are used to identify vision problems. Any child on any grade level, suspected of having vision problems, is refereed to the school nurse during the year.
Hearing	Grades Pre-K, K, 1,3, and 4 – The Audiometric Test for Hearing is used to identify hearing problems. Any child, on any grade level, suspected of having a hearing problem is referred to the school nurse during the school year.

School health services do not replace the parent's responsibility for obtaining health care nor the provider's responsibility for administering care.

School Bus Transportation

School bus riding to school is a privilege. The failure of a student to follow school bus regulations may result in forfeiting the privilege of transportation by bus. While the Ohio Revised Code requires school districts to furnish transportation, it does NOT relieve parents/guardians of students from the responsibility of supervision until such time as the student boards the school bus in the morning and after the students leaves the school bus at the end of the day. Misbehavior that occurs off school property is the responsibility of the parent.

A note is required if your child will go home from school any other way than normally scheduled.

Safety drills are conducted on each bus route annually. Drivers also conduct bus safety evacuation drills.

No Pre-School/Kindergarten student will be left at a bus stop unless a parent, guardian or designee is present. The Pre-School/Kindergarten student will be taken to their home school at the end of the bus run.

Parents picking up non-walking students must arrive at school no later than 3:00 p.m. Students still remaining at school left at 3:25 p.m. will be transported to the nearest Latch Key Program and the parents

will be charged for this service. (We understand that on rare occasions situations arise that cause parents to arrive late for their children. When this happens parents are expected to call the school and explain the situation so that arrangements can be made for the child to be picked up in a timely manner. Habitual lateness will not be tolerated.)

School Bus Safety Rules:

1. Pupils must ride assigned bus. No unauthorized passengers will be permitted to ride.
2. Pupils must obey the driver's instructions at all times.
3. School buses are not permitted to stop longer than necessary to pick up pupils. Drivers cannot wait for tardy pupils.
4. Pupils are to get on and off the bus only at assigned stops.
5. Animals, pets, glass containers, or other potentially dangerous materials WILL NOT be transported on buses.
6. Students are not to move from seat-to-seat while the bus is in motion.
7. Excessive noise, loud talking or loud laughter is not permitted on the bus.
8. No noise or talking will be permitted at railroad crossings and other potentially dangerous points.
9. Pupils are not to extend any parts of their bodies through the bus windows.
10. Spitting or throwing any object from bus windows is not permitted.
11. Smoking, eating, drinking, or littering is not permitted.
12. Pupils may not use profane language.
13. All rules for crossing a street when entering or exiting a bus must be followed.
14. No student shall carry any weapon on a school bus.
15. No student shall bring radios or tape players on a school bus.
16. Any conduct which may endanger a passenger or the bus driver, or which could result in damage to the vehicle is prohibited.
17. Parents are responsible for any damage to the bus caused by their children.

Parent/Guardian Responsibility

1. Parents are responsible for reviewing the transportation guidelines with their student and for the safety and discipline of students as they go to and from the bus stop, and for any damage done by students at the stop.

2. Students should arrive at the bus stop five minutes before the scheduled pick up time. The buses operate on a schedule that does not allow waiting for tardy students. If the bus is more than 15 minutes late, call the school.

3. Parents are financially responsible for any damage done by their children to a bus or to property at a bus stop.

4. School district responsibly for students begins when the school bus arrives to pick up students and ends when students depart from the bus.

5. Please do not discuss transportation issues or problems with the bus drivers who are completing a route. Concerns or problems should be directed to the school.

IF STUDENTS DO NOT FOLLOW THE ABOVE RULES, THE DRIVER WILL ISSUE A BUS DETENTION REPORT AND THE PRNCIPAL WILL TAKE THE ACTION NECESSARY.

The Following List of consequences will be implemented by the Principal if students misbehave on bus.

Steubenville City Schools

Practiced Discipline Policy for all Bus Students

MAJOR OFFENSE:

1st Offense:	Immediate suspension of riding privilege from one to five days. (At the discretion of the Principal)
2nd Offense:	Immediate suspension of riding privileges for a minimum of five days.
3rd Offense:	Immediate suspension pending permanent loss of bus riding privileges up to one school year.

MINOR OFFENSE:

1st Offense:	A verbal warning or warnings.
2nd Offense:	A written warning from the bus driver and phone call to the parent by the principal, stating that the next offense will result in suspension.
3rd Offense:	A written suspension from one to three days. (At the discretion of the Principal)
4th Offense:	A written suspension of from three to five days. (At the discretion of the Principal)

5th Offense: A written suspension of a minimum of five days.

6th Offense: A written suspension pending permanent loss of bus riding privileges for up to one school year.

Major Offense: Fighting or bodily harm to another student. Endangering the safety and well being of another student. Destruction of Property. Use of tobacco products. Any violations of Steubenville City Schools Serious Misconduct Rules.

Minor Offense: Standing in seat or aisle, littering, excessive noise, profanity, eating or drinking on the bus, disrespectful to the driver. Any other minor violation of the posted School Bus Safety Rules.

Snow Days and Emergency Procedures

The Steubenville City Schools will be open for instruction unless it has been determined that the weather is so bad that buses cannot travel safely. Due to the compactness of the district, Steubenville will be able to have school on many days when surrounding districts must close.

If school is delayed or closed for any reason, details will be available on your local television, radio stations or School Messenger.

Admission to School

Pupils entering the Steubenville City Schools for the first time must be accompanied by the parent or guardian on the day of registration. The school must have on file the following information:

Copy of the Certification of Birth

Copy of immunization record

Preschool/Kindergarten

4 – DPT	**5 – DPT** (If 4th dose is administered piror 4th birthday)
3 – Polio	**4 – Polio** (If 3rd dose is administered prior to 4th birthday
1 – MMR	**2 – MMR** (required to enter school)
1 – HIB	**1 – HIB** (A series of 4 is usually given, but at least one is required to enter Preschool)
3 – HEP B	**3 – HEP B** (Required to enter school)
Varicella	Recommended for PreSchool/Mandatory for Kindergarten

Preschool/Kindergarten

To attend preschool, a child must be three years old on or before August 1st and no older than five. To attend kindergarten, a child must be five years old on or before August 1st. A birth certificate, social security number and a record of immunization are required of all children who are entering school for the first time. Children enrolled in preschool also must present a physician's medical statement and a dentist's statement.

Kindergarten registration will take place in February and March while diagnostic testing will occur the first week of school.

Kindergarten is required in the State of Ohio. Regular school attendance is very important at this level.

First Grade

Ohio Law requires that a child be six years of age on or before August 1st to enter first grade.

State Testing

All students in grades 3 and 4 will take the Ohio STATE tests for 3rd and 4th grade. Teachers in grades PREK-4 work with the students on specific skill areas to prepare them for this test. It is important that students are very serious about this test, that they come to school rested on the day of the test, and that they work to improve any weak skill areas.

Below is the State schedule for testing for our district.

Grade 3	Reading Mathematics
Grade 4	Reading Mathematics

Discipline Policy

Suspension – Serious Misconduct

The principal and superintendent may suspend a student from school. This is an extreme measure and should be directly related to the Serious Misconduct Code of the school system.

Serious Misconduct Code

A VIOLATION OF ANY RULE MAY RESULT IN DISICPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION:

Rule 1. **Assault**: A student shall not cause physical injury or behave in such a way which threatens to cause injury to school staff, other students or visitors while under the jurisdiction of the school. Violation may result in a suspension from up to 10 days, possible expulsion and/or referral to

Civil Authorities.

Rule 2. **Damage to Private Property**: A student shall not or attempt to cause damage to private property on school premises or at any school activity on or off school grounds. Violation may result in a suspension from 3 to 10 days and pay for damage.

Rule 3. **Damage to School Property**: A student shall not cause or attempt to cause damage to property including buildings, grounds, buses, equipment or materials. Writing on desks will be handled according to amount of damage. Violation may result in a suspension from 3 to 10 days and pay for damage.

Rule 4. **Disrespect to School Personnel**: Students will not show disrespect to school personnel by action, attitudes or word. Discipline may be treated as a classroom disruption on the behavior code.

Rule 5. **Disruption of School**: A student shall not by use of violence, force, coercion, threat, harassment or repeated violations of code cause material disruption or obstruction of the educational process, including all curricular or extracurricular activities. Violation may result in a suspension from 3 to 10 days and possible expulsion.

Rule 6. **Fighting**: Any form of undesired touching of another person, including but not limited to, slapping, pushing, punching and kicking. Violation may result in a suspension from 3 to 10 days and possible expulsion.

Rule 7. **Group Action**: Students may not become involved in-group action, which adversely effects the operation of the school program or activities. Violation may result in a suspension from 5 to 10 days and possible expulsion.

Rule 8. **Hazing**: Defined under policy and procedures. Violation may result in a suspension from 3 to 10 days and possible expulsion.

Rule 9. **Insubordination**: A student shall not disregard or refuse to obey reasonable directives given by school personnel. Discipline will be treated as a classroom disruption on the behavior code unless an administrator is required to effect removal of the student. In this case, the discipline

may result in a suspension.

Rule 10. **Misconduct at extracurricular activities**: Students shall not act inappropriately at extracurricular activities. This includes but is not limited to fighting, jeering, disrespect or inappropriate language. Violations may result in suspension, removal from the activity and/or denial of entry at further events.

Rule 11. **Possession of a weapon**: A student shall not possess, handle, transmit, or conceal any object, which might be considered a weapon or instrument of violence. This includes but is not limited to guns, knives, sharp instruments, firecrackers, brass knuckles, chemicals, mace and gasses. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

Rule 12. **Sale, intent to sell, possession or use of drugs or alcohol-this list also includes counterfeit controlled substances and drug paraphernalia**: Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

Students will not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while on the school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

Section 2925.01 of the ORC states "counterfeit controlled substance" means any of the following:

1. Any drug that bears or whose container or label bears, a trademark, trademark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged or distributed by a person other than the person who manufactured, processed, packaged or distributed it;
3. Any substance that is represented to be a controlled substance but in not a controlled substance or is a deferent controlled substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Section 295.37 ORC states:

1. No person shall knowingly possess any counterfeit controlled substance;
2. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
3. No person shall directly or indirectly represent a counterfeit controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
4. No person shall directly or indirectly falsely represent a counterfeit controlled substance.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance, including but not limited to: alcohol and drug education programs, counseling, outpatient treatment of inpatient treatment. STUDENTS WHO NEED TO TAKE PRESCRIPTION OR NON-PRESCRIPTON MEDICINE MUST LEAVE THE MEDICINE IN THE MAIN OFFICE WITH THE SCHOOL SECRETARY AND COME TO THE OFFICE TO TAKE THE MEDICATION.

Rule 13. **Repeated Violation**: A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, and principal or other authorized school personnel during any period of time when student is properly under the authority of school personnel may result in 3-10 day suspension.

Rule 14. **Theft**: A student shall not cause or attempt or take into possession the public property or equipment of the school district or the property of another student, teacher, visitor or employee of the school district. May result in 3-10 days suspension and full restitution made.

Minor Misconduct Code

…is enforced to prohibit such conduct as plagiarizing, hazing, truancy, use of obscene language, etc. (Repeated violations in this area may lead to suspension.)

Title IX Grievance Procedure

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, third parties and sources of referral of applicants for admission and employment with Steubenville City Schools (SCS) have the right to file a complaint alleging noncompliance with the regulations outlined in Title IX of the Education Amendments of 1972. Complaints may be filed with the building principal or the District's Title IX Coordinator:

Dr. Shana D'Aurora

Steubenville City Schools

611 North Fourth St.

Steubenville, Oh 43952

740-283-3767

Procedures:

Level 1: Principal or Immediate Supervisor

Employees or students claiming sexual harassment or other sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student, parent, employee or third party individual with a sex discrimination/harassment compliant may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be by passed by the grievant.

Level 2: Principal or Immediate Supervisor

If the grievance is not resolved at Level 1 with the Principal or Designee and the grievant wishes to pursue the grievance, or Level 1 is not appropriate for resolving the grievance, the grievance may be formalized by filing a written compliant, providing an interview, or an assisted written complaint when necessary. The Principal or Designee will seek a list of witnesses or evidence from the grievant, the accused and others as relevant as part of the investigation. The Principal will conduct a formal investigation under the direct supervisor of the District's Title IX Coordinator, Dr. Shana D'Aurora. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within six months from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may require that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a

parent or guardian. A written report from the Principal to the grievant and accused regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 2: Investigation Procedures

Investigating the Complaint:

- The Principal or Designee will conduct a prompt investigation of the complaint and complete the investigation in a timely manner. The building Principal or Designee will inform and consult with the District's Title IX Coordinator prior, during and after the investigative process. The Principal will document the investigative activities (e.g. takes notes of interviews conducted). The time to complete the investigation will vary depending on the nature and complexity of the issue.

- The investigation may include interview of the grievant, the individual(s) accused of engaging in discriminatory or harassing behavior, and any other witness who may reasonably be expected to have relevant information. All interviewed parties and witnesses will be provided an opportunity to present any evidence they reasonably believe could be relevant to the situation.

- SCS will respect the privacy of the grievant, the individual(s) against whom the complaint is made, and the witnesses to the extent possible consistent with SCS's legal obligations to investigate and take appropriate action and to comply with discovery and disclosure obligations. All records generated in connection with the investigation will be maintained as confidential to the extent permitted by law.

- If a complaint is made about any of the persons having responsibility or the implementation an enforcement of the policy forbidding sex discrimination and harassment, the School Committee Chair will appoint an independent person to assume those responsibilities.

- At the conclusion of the investigation, the building Principal or Designee will obtain a signature from the Title IX Coordinator indicating proper oversight of the investigation. In addition to providing a written report to the grievant and accused regarding action taken within fifteen (15) working days after receipt of the complaint, as described above, the Principal or Designee will also prepare a written report to deliver to the Superintendent summarizing the evidence gathered during the investigation, providing a determination whether or to what extent the complaint has been substantiated and recommending the corrective action if appropriate. The corrective action should be designed to stop the harassment/discrimination, prevent it from recurring, and remedy its effects, including services to the victim(s) if appropriate.

Level 3: Superintendent

If the complaint is not resolved at Level 2, the grievant or accused may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Principal or designee. The Superintendent or his/her designee has the option of meeting with the grievant or accused to discuss the appeal. A written decision will be rendered by the Superintendent or his/her designee with ten (10) working days after receiving the written appeal.

The procedure in no way denies the right of the grievant or accused to file a formal complaint at any time to the United States Department of Education's Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination.

Truancy – Attendance

A student must be in regular attendance to master performance objectives at each level.

Excessive Absences: There is a positive correlation between a child's attendance and achievement.

Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education. The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education.

Ohio Law (ORC 2151.011) sets the following policies for handling excessive student absence:

Definitions: Habitual Truant [2151.011 (B) (18)] – Definition of habitual truant [absent 30 or more school hours consecutive or 42 hours/month or 72 hours/year without legitimate excuse] Policy:

1. First hours threshold [38 school hours/month or 65 school hours/year] for excused or unexcused absences is met:

a. Send initial letter

b. Truancy Intervention Plan must be developed for student

2. Second hours threshold [30 or more consecutive or 42/month or 72/year] unexcused is met:

a. Absence Intervention Team assigned within 7 days

b. Make 3 good faith attempts to engage parents/determine if Children's Services referral is needed

c. Within 14 days of assignment of Absence Intervention Team, Absence Intervention Plan must be developed

d. Within 7 days of Plan being developed, provide in writing to parent

3. If juvenile refuses to participate or fails to make satisfactory progress on plan, a complaint will be filed with the Juvenile Court no later than the 61st day after plan implementation.

The following exceptions may apply at the discretion of the building principal:

1. Hospitalization for an extended period of time.

2. Epidemic-quarantine called for by a physician.

3. School related activities, trips, or testing pre-approved by the School Administration.

4. Any situation or emergency as declared by the school administration.

5. Medical/Legal-Court/Counseling appointments documented on the provider's stationery.

It is extremely important that students and parents realize and understand that absences mentioned in the attendance policy are not to be considered as "approved days" for absence.

GENERAL GUIDELINES

Absences: What constitutes an excused absence?

Absences may include the reasons cited earlier under "Those reasons acceptable by the State of Ohio" After sixty-five (65) school hours of excused absences, a written note from home will no longer be accepted and the absence may be considered unexcused as deemed appropriate by an administrator. Absences after this cut-off must be accompanied by a signed verification note from the applicable provider (Examples include a doctor's note or verification of court appearance) Students must be in class more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom. Pre-approved absences are considered absent days when determining the total number of hours absent from class for any period of time, with the exception of those listed in this policy. Late arrivals (to school) and permitted leaves are considered absent periods/days when determining the total number of periods/hours absent from class, with the exception of those listed in this policy.

Habitual Truancy Intervention Strategies Policy

The Steubenville Board of Education, after consulting with the Jefferson County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the district, and appropriate state and local agencies, has established this policy in order to provide guidance to employees in addressing and ameliorating the attendance practice of any student who is an habitual truant. As used in this policy, "habitual truant" means any child of compulsory school age who is absent without legitimate excuse from the school the child is supposed to attend five (5) or more consecutive school days, seven (7) or more school days in one (1) school month, or twelve (12) or more school days in a school year.

The Superintendent or designee is authorized and directed to take all appropriate action to ensure that all children of compulsory school age residing within the Steubenville School District attend school on a regular basis. The Superintendent or designee may utilize the following intervention strategies to deal with a habitual truant:

A. Assignment to an alternative school, if one has been established by the Board.

B. Providing a truancy intervention program.

C. Providing counseling.

D. Requesting or requiring a parent, guardian, or other person having care of a habitual truant to attend parental involvement programs.

E. Requesting or requiring a parent, guardian, or other person having care of a habitual truant to attend truancy prevention mediation programs.

F. Notifying the registrar of motor vehicles for driver's license suspension or denial.

G. Filing a complaint in court against the student and/or the student's parent, guardian, or other person having care of the student.

Nothing in this policy shall be construed to limit the authority of the Superintendent or designee to develop or utilize other strategies to respond to student truancy.

Use of Telephones

Students should ask to use the telephone only in case of emergency. Permission must be granted by the classroom teacher and office staff. Arrangements for after-school activities should be made prior to

arriving at school. Parents should call the school at a time when classes are not in session if they wish to speak with a specific teacher.

Food Service

A food program is available at each elementary school in the district. Free breakfast and free lunch are available to all students. The Steubenville City Schools were selected to participate in a new statewide nutritional program (Provision II) and the Community Eligibility Option. This will allow us to offer free breakfast and free lunch to all Steubenville City School District school children that wish to eat breakfast and lunch during the school year.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identify, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: http://www.ascr.usda.gov/compliant_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov.

Lunch Room Rules

The cafeteria is a place where good human relations can be developed. Each student is expected to practice the general rules of good manners when eating in the cafeteria. Students are expected to follow the rules below.

- Sit at your assigned tables. Once seated, you may not leave your table without permission from the adult on duty.
- Raise your hand if you have questions.
- Never run in the cafeteria.
- Use proper table manners at all times.
- Place trash in proper containers.

- Do not throw any material while in the lunchroom.
- Students are expected to be quiet while eating. It is not appropriate to talk with food in your mouth.

SEX DISCRIMINATION AND SEXUAL HARASSMENT

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, the Board of Education of the Steubenville City School District does not discriminate on the basis of sex in its educational programs or activities. When such discrimination is found to have occurred, the District shall take prompt and effective steps to eliminate the discrimination, prevent its recurrence, and address its effects.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding this Policy:

Shana Wydra

611 North Fourth St.

Steubenville, OH 43952

(740) 283-3767

The Title IX Coordinator is trained on the requirements of this Policy and is responsible for coordinating the District's efforts to comply with and carry out its responsibilities under Title IX, including the oversight of any investigation of any complaint brought under this policy.

Inquiries regarding Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights, Cleveland Location, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, (216) 522-4970.

I. Prohibited Conduct

This Policy applies to students, employees, and third parties.

"Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a District program or activity:

1. Discrimination on the basis of sex ("Discrimination")
2. Sexual Harassment
3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Prohibited Conduct is prohibited in connection with all District programs and activities, including all educational extracurricular, co-curricular, athletic, and other program of the District, regardless of whether those programs take place in District facilities, on a school bus, at a class or training program sponsored by the District at another location, or elsewhere.

A determination as to whether Prohibited Conduct has occurred can take into account incidents that occurred off school grounds and/or outside of the District's educational programs or activities, if the conduct is alleged to have created a hostile environment within the District's programs or activities.

For purposes of this Policy, it is presumed that all conduct of a sexual nature by a District employee directed toward a student is "unwelcome," regardless of the age of the student. While such conduct may not always rise to the level of Prohibited Conduct under this Policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

A. Discrimination

Discrimination, for purposes of this Policy, includes any of the following, when they occur on the basis of sex:

1. Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
2. Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
3. Denying any student any such aid, benefit, or service;

4. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
5. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
6. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

B. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Sexual harassment includes, but is not limited to:

1. unwelcome sexual advances;
2. request for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence.

C. Gender-Based, Non-Sexual Harassment

Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

D. Retaliation

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited.

II. All Employees Must Report Prohibited Conduct

All District employees who become aware of Prohibited Conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report Prohibited Conduct may be subject to discipline, up to and including termination.

Where Prohibited Conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to Children Services and/or Law Enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when Prohibited Conduct is involved.

Where Prohibited Conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See Section VI, below, for more information.

III. How to File a Complaint

If a student, employee, or community member believes that they have been subject to Prohibited Conduct, they should immediately contact the Title IX Coordinator to discuss their options and rights under this Policy, as well as other available resources, including filing a complaint with law enforcement, accessing counseling services, or working with other community agencies that may provide assistance.

A Complainant is a person who has allegedly been subject to Prohibited Conduct, even if they are not the person who reports the Prohibited Conduct initially. A Respondent is a person who has allegedly committed Prohibited Conduct under this Policy.

A Complainant may pursue a complaint informally or formally. If allegations of Prohibited Conduct are reported by someone other than the Complainant, the Title IX Coordinator shall consult with the Complainant before determining, in his or her discretion, how to handle the allegations.

When a complaint comes to the attention of the Title IX Coordinator, the Title IX Coordinator shall consider whether interim measures of protection should be implemented during the complaint process to help ensure the safety and well-being of the Complainant and the school community. The Title IX Coordinator shall consult with the Complainant and/or their parent/guardian before determining the appropriate interim measures of protection, but interim measures of protection are within the sole discretion of the Title IX Coordinator.

Examples of interim measures that may be available include, but are not limited to, class/work schedule changes, seating changes, counseling, additional supervision of students, restrictions on contact between the parties, and academic or work accommodations.

A. Informal Complaint Resolution

Complainants may choose to file a complaint informally. The Complainant may submit a written statement, or, if preferred, speak with the Title IX Coordinator or another administrator who will write a summary of the allegations. The Title IX Coordinator will discuss with the Complainant and/or parent/guardian, if appropriate, ways in which the situation could be address informally. This may include dispute resolution mechanisms such as informal discussions, confidential mediation, educational sessions, or other informal resolutions as deemed appropriate by the Title IX Coordinator and agreed to by both the Complainant and Respondent. Informal resolution does not require that the Complainant resolve the problem directly with the Respondent.

Informal Complaint Resolution is generally available in all situations except where the allegations involve sexual assault. Either party may end the Informal Complaint Resolution process at any time, and the Complainant may choose instead to file a formal complaint. The Title IX Coordinator may also, in his or her discretion, determine that Informal Complaint Resolution is inappropriate in a given situation, such as where the allegations are sufficiently serious as to suggest a need for additional investigation and response by the District.

Where a complaint is resolved informally, the Title IX Coordinator shall document the resolution.

B. Formal Complaint Resolution

Complainants may choose to file a formal complaint with the Title IX Coordinator. The Complainant may submit a written statement; otherwise, the Title IX Coordinator will write a summary of the allegations. The Title IX Coordinator may conduct the investigation or may designate an unbiased individual, generally a building-level administrator, to conduct the investigation. Where the Title IX Coordinator conducts the investigation, he or she may review and use initial investigative information provided by the building-level administrator if applicable. Investigations will be conducted in an adequate, reliable, and impartial manner.

Both the Complainant and Respondent will be provided with notice of the investigation and will be offered an equal opportunity to provide information regarding the allegations, suggest witnesses, and provide evidence to the investigator. The complaint may be investigated without the participation of one or both parties.

The investigation will generally be completed within thirty (30) business days, although this timeline may be extended for good cause by the Title IX Coordinator, such as where the investigation is complex, where the alleged conduct is serious or extensive, where there is a concurrent criminal investigation, or where the investigation occurs partially during school breaks. The Title IX Coordinator may, if appropriate, provide the parties with updates about the status of the investigation.

At the conclusion of the investigation, the investigator shall prepare a written report that identifies:

1. the allegations investigated;
2. the policies, handbook provisions, or other requirements that are alleged to have been violated;
3. a brief summary of the steps taken to investigate the allegations;
4. a brief summary of the evidence that was discovered;
5. a determination by a preponderance of the evidence as to whether there is sufficient information to support a finding that the policies/provisions were violated with regard to the allegations; and
6. if Prohibited Conduct is found to have occurred, whether any steps have already been or will be taken to eliminate the discrimination or harassment, prevent its recurrence, and address its effects.

If the Title IX Coordinator did not conduct the investigation, the investigator shall provide a copy of the written report to the Title IX Coordinator and the Title IX Coordinator shall, if appropriate, refer the report to the appropriate administrator(s) for disciplinary action, if such action has not already been taken. The range of disciplinary sanctions that may be available and appropriate include but are not limited to educational programs, detentions, in-school suspension, out-of-school suspension, expulsion, reprimand, involuntary leave, termination, and prohibition against entering District property or attending District activities.

In addition to the above, where the Title IX Coordinator did not conduct the investigation, the Title IX Coordinator shall consider whether any further steps are necessary to eliminate the discrimination or harassment, prevent its recurrence, and address its effects, and if so, such steps shall be documented in an attachment to the report.

At the conclusion of the process, each party shall be notified by the Title IX Coordinator as to whether Prohibited Conduct was determined to have occurred and any steps taken to eliminate the Prohibited Conduct, prevent its recurrence, and address its effects. Notice provided shall be consistent with state and federal laws regarding confidentiality of student records.

IV. Appeals

Either party may appeal the determination by providing written notice to the Superintendent within five (5) business days of receiving notice of the conclusion of the investigation. Such appeal may be on the grounds of:

- Newly discovered evidence not available during the investigation;
- Procedural errors that substantively affected the outcome of the investigation to the appealing party's detriment; and/or
- An abuse of discretion on the part of the investigator.

The grounds for the appeal must be stated in the written appeal.

The other party will be notified of the appeal and will be given three (3) business days to respond to the appeal in writing to the Superintendent. The Superintendent will notify the parties in writing of his or her decision within ten (10) business days of receiving the appeal. The Superintendent may affirm the findings, reverse the findings, or alter the findings as deemed appropriate in his or her discretion. There is no further appeal from the determination of the Superintendent.

Any of the deadlines in this section may be extended by the Superintendent for good cause shown.

Note that appeals of disciplinary sanctions are not handled through this policy. Instead, they will be handled through the appeals procedures that would typically apply based on the identity of the respondent.

V. Confidential Reporting and/or Request for No Action

The District has an obligation to make reasonable efforts to investigate and address instances of Prohibited Conduct when it knows or should have known about such instances, regardless of the Complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the District can adequately fulfill its obligations to address instances of Prohibited

Conduct without revealing the identity of the Complainant. All complaints made under this Policy will be kept private to the extent possible consistent with the District's obligations under this Policy.

If allegations of Prohibited Conduct are brought to the attention of the Title IX Coordinator but the Complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the District will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the Complainant and Respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the Complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future Prohibited Conduct by the Respondent, and whether other Prohibited Conduct has been previously reported against the Respondent.

VI. Reporting to Law Enforcement

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a District employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the District's programs or activities, the District employee is obligated to report that information to law enforcement as soon as possible. If the sexual assault occurs in relation to the District's programs or activities, the District employee must also report that information to the Title IX Coordinator and provide the Coordinator with information on when contact was made with law enforcement.

The District will cooperate fully with law enforcement investigations regarding Prohibited Conduct, and will communicate with law enforcement to coordinate its investigation under this Policy. It may be necessary to suspend the District's investigation temporarily to allow law enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However, because legal standards for criminal investigations are different from those involved in investigating violations of District policy, police investigations or reports may or may not be determinative of whether Prohibited Conduct occurred under this Policy. If a temporary suspension in the District's investigation

is requested by law enforcement, the District will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the District will comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g and 34 C.F.R. Part 99.

VII. Education

The Title IX Coordinator shall work with other District staff members and/or outside resources as appropriate to plan and promote education and training sessions for employees and/or students regarding topics relevant to this policy.

Exhibit B

STEUBENVILLE CITY SCHOOLS
2026-2027 SCHOOL CALENDAR

August	17	Monday	Inservice Day – No School/Open House
	18	Tuesday	Opening Day of School
	18	Tuesday	Begin 1st 8 Weeks – 1st Semester
September	7	Monday	Labor Day - No School
October	16	Friday	End 1st Period
	19	Monday	Begin 2nd Period
November	25-26-27	Wed.-Thrs.-Fri.	Thanksgiving Vacation - No School
	30	Monday	Classes Resume
December	18	Friday	End of 2nd Period
	21	Monday	No School – Christmas Vacation/Winter Recess
January	4	Monday	Classes Resume – Begin 2nd Semester – 3rd 8 Period
	18	Monday	Martin Luther King Holiday - No School
February	15	Monday	President's Day – No School
	26	Friday	End of 3rd Period
March	1	Monday	Begin 4th Period
	22-23-24	Mon-Tues-Wed	Easter Vacation – No School
	25-26-29	Thurs-Fri-Mon	
April	30	Friday	End of 4th Period
May	3	Monday	Begin May Semester
	26	Wednesday	Commencement – 8 P.M./End of May Semester
	27	Thursday	Teacher Workday

PERIOD	**SESSION**	**PROFESSIONAL DEVELOPMENT/PARENT CONFERENCE**
1	43	August 17, 2026 – Staff Development *TBA Professional Development Online
2	42	**TBA Parent Conference
3	38	***TBA Staff Clerical Day
4	39	August 18, 2026 Welcome Back Students
May Semester	18	May 27, 2027 Staff Clerical Day
	180	5

*** – Professional Development Day is Online**
**** – Parent Conference 6 hours TBA with building Principal**
*****Staff members must come in on August 3, 2026 and August 14, 2026**