

TRIWAY LOCAL SCHOOLS
ELEMENTARY
PARENT – STUDENT HANDBOOK



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Triway Local Schools – District Offices

Administrative Offices.....(330) 264-9491

Shreve Elementary..... (330) 567-2837

Wooster Township Elementary..... (330) 264-6252

Triway Middle School.....(330) 264-2114

Triway High School..... (330) 264-8685

Triway Bus Garage..... (330) 264-0577

Athletic Department.....(330) 804-4550

ENTRANCE REGULATIONS

Kindergarten: To be eligible for kindergarten, a child must live in the Triway Local School District and be five (5) years of age on or before August 1. A registration and screening will be conducted at each elementary school in late spring. Parents are to call before the screening to schedule an appointment for their child.

Grade One: To be eligible for grade one, a child must have attended kindergarten and be six years old.

Early Entrance: By state law, parents of a child who will attain the age of five years between August 1 and December 31 may request testing for early entrance to kindergarten. By state law, parents of a child who will attain the age of six years between August 1 and December 31 may request testing for early entrance to grade one. This testing is done prior to the opening of school. Children must pass social, emotional and academic tests at a prescribed level.

CLASS ASSIGNMENTS AND FIRST DAY OF SCHOOL

Homeroom class assignments are developed jointly by teachers and the principal in May of the previous school year and are finalized in August. Each room will be heterogeneously grouped. Class lists are posted no later than two weeks prior to the beginning of school on the front doors of the school. Concerns must be submitted in writing to your building principal prior to April 15 of the preceding year. This input will be taken into consideration when a placement is made for the next school year. Requests for teachers will not be accepted, and classroom assignments will not be changed.

ARRIVAL AND DISMISSAL

Doors open at 8:40 am (same time the buses arrive). Walking students should not arrive before 8:40 am, as there is no one to supervise students. School begins promptly at 9:00 am. Upon arrival, students must go directly to their classrooms and get ready for the day's lessons.

Parents who wish to bring or pick up their child by automobile must not interfere in any way with the loading or unloading of school buses.

Parents of children who walk to school should discuss the importance of having a place to meet and walk home together.

Bus students will ride only on assigned buses. Students may be transported to a babysitter's home if it is on an established route and school officials have received a signed note of instruction from the student's custodial parent. Please see below for details. This note should be shown to the homeroom teacher and brought to the office for approval. Phone calls are discouraged in order to avoid communication confusion and in order to ensure the safety of your children.

OPENING EXERCISES

Announcements are made each morning. Each homeroom will begin the day with the Pledge of Allegiance, attendance, lunch counts, and other activities as determined by the teacher.

FIRE, TORNADO, AND CODE RED DRILLS

We have specific procedures that we practice several times during the school year. Each child has an assigned routine that they follow in emergency situations.

BUS TRANSPORTATION

At the beginning of each school year, the transportation department will send a message through ParentSquare to each family with information regarding their student's transportation.

Our bus routes have been established to provide safety to your children and also to be as cost-efficient as possible. In the past we have had two concerns:

Our first concern is babysitting arrangements. Babysitters need to be on an existing route. Most routes and buses are at their legal capacity, therefore, if the need for a change should arise, please contact the building principal or bus garage in advance to determine whether the change is possible.

Our second concern relates to students riding home with friends for social activities such as parties, games, etc. If this situation arises, please contact the principal and send a note containing the following information:

- date student is to ride a different bus;
- the bus they currently ride;
- the bus number, name and address of student they are going home with;
- homeroom teacher's name;
- reason for the transportation request;
- telephone number where you can be contacted; and
- custodial parent's signature.

CALENDAR OF SCHOOL EVENTS

Please refer to our school newsletters sent via ParentSquare and the Triway website at www.triwayschools.org for information on school events. Also, check with your child frequently for any school communications that have been sent home.

INSURANCE

Each school year, parents are given the opportunity to purchase a student accident insurance policy which has been selected by the Triway Board of Education. Application forms are available on our website at <http://www.triway.k12.oh.us/district/district-forms>. The filing of claims is the responsibility of the student and parent. Claim forms are available online.

SCHOOL CLOSINGS AND DELAYS

The primary mode of communication for closings and delays are through ParentSquare notifications. Snow days and/or delays are also communicated through our local radio affiliate WQKT, Channel 3 WKYC, News Channel 5 Cleveland, Fox 8 News, and Channel 19 WOIO. A delay may result in a complete cancellation; stay tuned to the above media outlets for complete information.

An early dismissal may be necessary when weather seems threatening. Please discuss a plan with your child as to where you want them to go if school releases early and you are not at home. Also, please send a signed note to the school office or a PSQ message to have on file giving transportation instructions in the event of an early dismissal.

COMMUNICATION TO AND FROM SCHOOL

Triway Local Schools use ParentSquare for most communications between school and home.

ParentSquare makes it easy to stay connected with staff, report absences, view newsletters, and receive classroom, building, and district information and alerts. We continue to communicate via building office phones and emails as typical.

Phone Calls:

We will deliver emergency messages to students during the day. If you wish to speak to a teacher, please leave your name and phone number if you are not able to send a message via PSQ. The school phones must remain open from 8:30 am to 9:15 am, and from 3:00 pm to 3:45 pm. These are times when bus problems affecting students can occur. If a bus driver or supervisor can't get through, it causes problems at school.

Written Communication:

Please put communications in writing or in a Parent Square message whenever possible. This will assist us in keeping phone lines open and lessen the chance of misinterpretation of important messages.

Newsletters:

Monthly newsletters will be sent via Parent Square.

Special Memos:

Information will be sent home as needed through ParentSquare.

Conferences:

There are two scheduled parent-teacher conferences during the school year. Conferences are by appointment only, and a schedule of times will be sent to parents prior to the conference dates.

Informal Conferences:

Informal conferences are encouraged whenever needed, at the parent's or teacher's request. These may be held before or after school or during a teacher's planning period. These conferences must be pre-arranged with the individual teacher.

CONCERNS / COMPLAINTS - GUIDELINES FOR PARENTS

The following guidelines are established so that students and parents may bring their concerns to the attention of the most appropriate party and have some means by which their concerns may be expressed, considered, and disposed of fairly. We suggest that the following procedure be followed:

If a concern develops from a school situation, students or parents should first discuss it with the teacher most directly involved. If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach a solution. Concerns about administrative actions may be addressed directly to the building principal.

DIRECTORY INFORMATION

According to Ohio Revised Code 3319.321 (B1), the following is considered Directory Information: student's name, parents' names, address, date of birth, class grade, and phone numbers (including those unlisted by the phone company), student's extracurricular participation, student's weight and height if a member of an athletic team, student's photograph, and the school or school district student attended before being enrolled in this school district. If requested, this information must be made available to the public. Requests for this information must be made in writing, which must include the reason for the request. Requests will be approved or denied based on current Board policies, and any expenses will be charged to the person making the request.

ATTENDANCE / ILLNESS / EXCUSES

Regular attendance is important to a child's success in school. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly. The Ohio Revised Code lists the only legal excuses for absence from school; refer to Board policy on student absences and excuses.

Absences

Unless prior approval has been obtained, or the absence is for an extended illness and the school has agreed to less frequent calls, a parent must complete the absence form on ParentSquare or phone the school on the day of each absence. For an absence to be considered excused, the parent must submit the PSQ absence form the day of or submit a medical excuse stating the reason for the absence on the student's first day of return to school following an absence, otherwise, the absence is considered unexcused. **A written note from the doctor is required for any absences beyond 10 days per school year.**

We are required by Ohio Revised Code 2903.3 to contact you of your child's absence if you have not notified us by 10:00 a.m. We appreciate your help in this matter.

Each student is responsible for completing the make-up work in one day for each day absent. Board policy further states that excused absence make-up work must be completed by the end of the grading period.

Absences due to travel or work must be pre-excused by the building principal.

Frequent Absences

In cases where a student meets an attendance threshold (see below), we are required to form an ABSENCE INTERVENTION TEAM to discuss next steps with families involved. Unresolved cases will be referred to the Prosecuting Attorney's Attendance Officer.

Habitual Truancy: 30 consecutive hours / 42 hours within month without excuse / 72 hours in school year without excuse

Excessive Absences: 38 hours without excuse / 65 hours in school year with or without excuse

Chronic Absenteeism: 92 hours in a school year with or without an excuse

Dental / Medical Appointments

We encourage parents to make these appointments after school hours when possible. Otherwise, children will be excused if we receive a note from the doctor and the reason for absence meets the State guidelines for excused absence.

Picking Up Students During School Hours

The following procedure must be adhered to when picking up children during school hours:

- Use the main entrance of the building and report to the office;
- Sign out your child in the office and wait in the lobby for your child to be dismissed;
- Do not park in the front driveway before 9:30 am or after 3:00 pm;
- At the end of the day, please wait until after the buses have left.

A note signed by the custodial parent, a phone call to the office, or a PSQ message should be sent to school stating when you will be picking up your child.

SICK CHILDREN

If a child has a fever of 100.0 degrees Fahrenheit or higher the child must go home. Children must be fever, vomiting and diarrhea free for 24 hours without medications before returning to school. Children may need a doctor's excuse for school entrance depending on the illness.

STUDENT DRESS CODE REGULATION

Appearance and wearing apparel are to be in good taste in accordance with the health and well-being of all students, and non-disruptive to the school's routine. Please be sure that your child adheres to the following guidelines.

1. Footwear must be worn. Flip Flops are discouraged.
2. T-shirts designed to be worn as underwear; clothing decorated with obscene language or gestures, drugs, or alcohol; and bare midriffs are unacceptable. Normal length slacks or cropped pants that are made to wear at mid-calf are acceptable. Spaghetti-strap sundresses and skirts shorter than mid-thigh are not permitted. Biker shorts and cut-off shorts are not permitted.
3. Pajama pants are not permitted.
4. Hats and/or sunglasses are not to be worn in the school building.
5. Jewelry and other accessories that deemed inappropriate by the administration will be removed by the student. No visible body piercing other than ear lobes shall be permitted.
6. Excessively baggy or low riding pants may require the student to wear a belt and/or tuck in their shirt. Underwear should not be visible.
7. Only backpack style book bags may be used by the students during the school day. They shall not interfere with students changing classes.

Cold Weather Dress

Students are advised to wear long-sleeved garments, hats, gloves and boots for their health and comfort during the winter. Do not forget to label all items with your child's name.

ADDRESS CHANGE

Please update Final Forms and notify the school secretary immediately of any change in residential address, telephone number, employment change or contact information. This is vital in the event of an emergency.

CUSTODY NOTIFICATION: REPORTING COURT DECISIONS

When a child custody order or decree, including a temporary order of child custody is issued resulting from action of separation or divorce, alimony annulment, or dissolution of the marriage, the custodial/residential parent of the child shall notify and supply school officials with the legal document pertaining to the custodial/visitation arrangements. The custodial parent is to provide school administration with the court's legal certified copy of the custodial/visitation order or decree. When there's a notification of any child custody order or decree, the custodial/residential parent shall provide the school administration with a certified copy of the order or decree that makes the custodial modifications. Early discussions on this issue by the General Assembly emphasized the need for the courts to notify school administration concerning child custody orders or decrees. In the final analysis, the custodial parent has been assigned the responsibility to report the court action to the school district.

INTERNET ACCESS

We are constantly working to provide our students access to computer equipment that allows us to expand our educational services and a safety net from inappropriate information. Student logins do not allow the screening software to be turned off and restrict installation of new software. Despite our best efforts, new products and websites are constantly being developed. Students that intentionally visit these sites, infect the network with a virus, or damage equipment will be subject to disciplinary actions. Use of our network and equipment is a privilege.

CAFETERIA LUNCHES AND MEAL PROGRAMS

Our lunches are governed by strict government regulations according to nutritional value, portions, and number of items served, and meet all the USDA Meal Pattern Requirements. A menu is published monthly so that you can plan whether or not your child will want to buy a lunch that includes milk or pack a lunch with the option to purchase milk. Current prices for meals and milk can be found at <http://www.triway.k12.oh.us/district/food-service>.

Breakfast is served at Shreve Elementary and Wooster Twp. Elementary. Breakfast serving begins at 8:40 a.m. and ends at 9:00 a.m. Breakfast hours will be extended to accommodate any students that arrive late because of busing. Students who walk to school or are transported by parents will not be served if they are late to school.

Free and Reduced Price School Meals applications are available for families who need assistance and qualify according to federal guidelines. Printable paper applications are available on the Food Service page on the Triway website. Online applications can be completed through PaySchools Central at <https://payschoolscentral.com/>. Full price must be paid until you receive written notice from the Triway Food Service Supervisor that you qualify for free or reduced benefits. You will also receive written notice if you do not qualify. Approved applications from the previous year will be honored for the first 30 days of the subsequent school year.

CAFETERIA PAYMENTS

Breakfast and lunch payments can be made online at <https://payschoolscentral.com/>. You will need your student's 6-digit student ID number to register which can be provided to you by the school office.

In addition to online payments, you may also send cash or a check to school with your child. PLEASE USE ONE ENVELOPE PER CHILD. Please DO NOT write any notes to teachers on these envelopes. Teachers do not handle this money; the envelopes are sent directly to the cafeteria to be posted into each student's individual account.

Each envelope should include the following information (example below):

STUDENT'S NAME, TEACHER'S NAME, AMOUNT OF CHECK (w/check number) OR CASH IN ENVELOPE AND THE DATE.

James Smith Mrs. Roberts \$25.00 #2222 (for checks) OR \$25.00 Cash 2/1/2022

CAFETERIA STUDENT CONDUCT

Good table manners should be practiced at school as well as at home. Remember that eating in the school cafeteria is a privilege, and the following rules and procedures will be enforced:

1. The homeroom teacher will see that all students wash their hands before going to the cafeteria;
2. A staff member will supervise the lunchroom;
3. Students will sit at a table assigned by the teacher on duty;
4. There will be no throwing of food, paper, straws, etc.;
5. There will be no running;
6. Everyone is encouraged to eat their own food. Food is not to be exchanged, traded, or given away;
7. Students must stay in the cafeteria for a minimum amount of time to eat their lunch so that they do not hurry;
8. No food is to be taken from the cafeteria;
9. Quiet talking is permitted; screaming is not.

GRADING AND REPORTING

A student should master minimal skills before he/she is promoted to the next grade. The Triway Board of Education policy is as follows:

Grading System:

Kindergarten students will receive a grade card each nine-week grading period. Student grade cards for grades 1 through 6 can be obtained from Progress Book.

The reporting system used for students in kindergarten is:

- 3 – Consistently Achieving
- 2 – Developing
- 1 – Needs Improvement

The reporting system used for students in grades 1 through 3, as well as art, music and physical education in grades 1 through 5 is:

<u>Symbol Grades</u>	<u>Percentage</u>
O = Outstanding	92 - 100%
S+ = Satisfactory Plus	83 - 91%
S = Satisfactory	74 - 82%
N = Needs Improvement	65 - 73%
U = Unsatisfactory	Below 65%

The reporting system used for students in class grades 4 through 5 is:

<u>Letter Grades</u>	<u>Percentage</u>
A	92 - 100%
B	83 - 91%
C	74 - 82%
D	65 - 73%
F	Below 65%

ELECTRONIC GRADE BOOK / PROGRESS BOOK ACCOUNTS

Progress Book is an on-line application that allows parents and students to monitor grades, attendance, homework, and messages from school. A link to Progress Book can be found on all school webpages at www.triwayschools.org.

HOMEWORK

The value of homework is the experience it gives the child to work on his/her own to reinforce his/her skills on work already explained in class. Lessons are prepared carefully with the skills needed by the individual student in mind.

The amount of work taken home depends on the student's management of study time in class. No homework will be assigned if it is a new concept not yet introduced in class. The amount of homework that students receive will likely increase as they progress through various grade levels. Assignments turned in late will be subject to a reduction of points. Students absent from school for an excused reason, will have one additional day to complete assignments for each day they are absent.

It may be necessary for a child to bring some homework home if he/she expects to achieve satisfactory work and/or if he/she did not use time wisely at school. Some long-range assignments and projects may be assigned, and they will require planned study time for their completion. Parents can help by making sure that assignments are completed on time. Provide a quiet place to study, set time to study, and provide encouragement. Children respond positively to parents' concerns with homework if that concern exhibits patience and understanding. If your child seems "swamped" with homework, contact your child's teacher. Perhaps a bit of procrastination is involved or assistance is needed with organization. Students may be kept in from recess for not completing assignments. Teachers will contact you for chronic problems with homework completion and discuss other consequences for failure to complete assignments on time.

TEXTBOOKS / CHROMEBOOKS

Textbooks and Chromebooks are provided by the Board of Education and loaned to each student for use during the school year. The student is responsible for taking care of the textbooks/Chromebooks issued to them. When a textbook is issued, the teacher records the general condition of the book. Books that are damaged or lost must be paid for by the student or his/her parents. Appropriate use of the Chromebooks is expected as well during the school day and at home if/when students are permitted to take it home for school work.

STUDENT FEES

Fees are assessed to all students each school year which covers consumable materials that will be used throughout the school year. Fees are due at the beginning of the school year, or upon entry for new students. Student fees are non-refundable. Elementary school fees are \$25.00 and due by September 10th each year.

MONEY

Money for fees, lunches, and fines can be paid by check and sent to school in a sealed envelope clearly marked with your child's name and the teacher's name. You may also pay online through PaySchools Central at <https://payschoolscentral.com/>.

FINES

Damaged or Lost Textbooks: If a student's textbook is lost or damaged beyond normal use, the student will be charged for a replacement or the repair costs.

VISITORS

To ensure that no unauthorized persons enter our buildings, State Law requires that all visitors to schools report to the school office when entering to receive authorization before visiting any part of the building. Unauthorized persons will not be permitted in school buildings or on school grounds.

RECESS

Recess is an important part of a child's school program, both physically and socially. Students will be expected to be dressed for the weather each day as they will participate in the full activities of the school day including outside recess.

INCLEMENT WEATHER POLICY

Students will not go outside for recess if:

- it is raining;
- the temperature is below 20 degrees;
- there is a significant wind chill factor.

We have a wind speed monitor and chart to determine local weather conditions. Children may go out for a portion of the recess period if the temperature is between 15 and 20 degrees.

PLAYGROUND SAFETY AND SUPERVISION

Personnel are on duty during recess. A list of rules for students' safety is to be followed. Students are informed of these rules by their homeroom teacher. Students disobeying playground rules will lose their privileges. Parents will be contacted on repeated offenses.

TIPS FOR SAFETY

We are constantly striving to provide a safe environment for all of our students. We would like to encourage parents to reinforce the needs for following proper safety rules when walking or riding the bus to school, the dangers of talking to strangers, the importance of having written permission prior to leaving the school grounds, the need for following playground rules, and the potential hazards of sunglasses during high activity periods on the playground. It is recommended that drawstrings on clothing and keychains on backpacks be removed.

PARENT-TEACHER ORGANIZATION

The PTO extends a special invitation to everyone to join this active and viable group. It enables parents to get to know their school and its personnel better. The PTO provides many things for the school that it would not otherwise be able to have. Parents owe such involvement and participation to their children; the attitude of parents toward school usually is reflected in the attitude of their children. Not only do you see your children perform in programs, but you can work on projects and meet new people.

PARTIES

The staff has agreed to hold 2 classroom parties during the school year (Fall Party and Valentine's Day Party). The room parents are responsible for refreshments and games with prior teacher approval.

Invitations for parties held outside of the school day should not be sent to school to be delivered to students unless all students in the class are being invited. If all students are invited you should contact the classroom teacher for an updated class count. These should be given to the teacher upon arrival at school to verify that all students are being included and to determine the appropriate time for them to be distributed.

BIRTHDAY TREATS

Students may bring their classmates a treat on their birthday. We define a treat as one piece of something simple and inexpensive (popsicles, cupcakes, cookies, finger jello, fruit, etc.) for each student. Gum or blow pops are not permitted. If a child's birthday falls during summer vacation, he/she may make arrangements with the teacher to bring a treat during the school year. Refer to the previous section for information about birthday parties held outside of school. Please inform your child's teacher of allergy restrictions.

LOST AND FOUND

The office provides a box in the hall for lost articles. Please label all hats, coats, boots, gloves and lunch boxes. Lost items such as money, wallets, watches, glasses, etc., will be kept in the office until claimed. The school is not responsible for lost items. Items not claimed within a reasonable time will be disposed of.

CELL PHONES

Use of this type of device by students is restricted at school. We do understand the need for some students to carry these devices to use after school hours. These students must **turn the phones off during the day and keep them in their book bag** (this includes while riding the bus). Teachers can hold these devices for students but it will be the student's responsibility to ask for it at the end of the day. Students that violate this policy will have the phone taken away by the teacher until the end of the day, and repeat violations would require a parent to come pick up the phone.

If you need to contact your child during the school day, or if your child needs to contact you, this needs to be done through the school office.

TOYS

Toys your child values should not be brought to school, as we can't accept responsibility for broken or stolen items. Toy guns, knives, or sharp objects will be confiscated by the teacher and may be picked up at the school office by a parent or guardian. Cell phones, iPods, and other electronic devices are not permitted at school. Individuals that require an electronic device to be at school must have administrative approval.

SUPPORT SERVICES

- Physical Education - The emphasis is on movement, skill development, organized games and fair play;
- Music/Art - The emphasis is on appreciation as well as skill development;
- Band - We offer individual lessons in grades 5.

SPECIAL SERVICES

Psychologist: His/her work is to help discover the cause, and to measure the extent of any difficulty a child may be having in school. The psychologist's suggestions are helpful in making proper adjustments needed to reduce the current learning problem. No child will be tested without the permission of the parent.

Speech Therapist: Speech therapy is provided for those children diagnosed as having a speech problem. The therapy is on an intensive cycling schedule. All children entering school are tested for speech and hearing. Hearing tests are given again to all grade one students. Students with functional or organizational problems in articulation, rhythm, and voice quality receive therapy individually or in small groups. The parent's written permission is required prior to therapy.

Reading Specialists: The Federal Government Title I program provides the school district with funds to hire specialists who serve students in need of reading support.

Special Education Services: The Triway district provides a full spectrum of services to all students enrolled at Wooster Township and Shreve Elementary Schools. The services that are provided vary according to individual student needs. Students are included with their regular classroom to the greatest extent possible and appropriate. Parental permission and collaboration are required for entrance into the program.

Guidance Counselor: Teachers or parents may request counseling sessions if necessary. Individual and small-group counseling are available.

School Nurse: Please refer to the section on Health Services.

Instrumental Music: Individual lessons are available to students once a week during the school day for students in grade 5. Students are removed from their academic classes for the lessons and are responsible for making up work and/or obtaining homework assignments. Band members meet once a week for practice, and students are expected to practice at home for 30 minutes each day.

EXTENDED ACTIVITIES

- Young Authors' Program for grades 3-5: This is a language arts program in which students write a book at school. The top three books from each class are sent to the Wayne County Young Authors' Conference;
- Wayne County Fair Projects for grades 1-5;
- Right to Read Week for all grades;
- Music Programs in the Spring and Winter for grades K-5;
- Band Programs for grades 5;
- Wayne County Enrichment Academy for grades 3-5;
- Art Displays for grades 1-5;
- Outdoor Education Program for grade 5: Students study our environment for three days at a residential camp (a fee is charged).

GIFTED IDENTIFICATION AND SERVICES

Gifted identification is administered according to Ohio law. Whole grade testing is completed in second and sixth grades. Services are available for grade 2 through high school. For more information, including our Gifted District Policy and Identification Plan, please visit the Curriculum page of the Triway website at <http://www.triway.k12.oh.us/district/curriculum>.

STEAM LAB

Students are scheduled to go to the STEAM Lab at least once a week, but may also go at other times.

HEALTH SERVICES

School Nurse: The Akron Children's Hospital nursing staff provides our students with the following services:

- Maintains and files state reports for immunization records
- Indicates and develops Individualized Healthcare Plans (IHP) and Emergency Care Plans
- Kindergarten screening
- Vision and hearing screening for grades K-12 and new students
- Scoliosis screening for grades 6, 7, 8
- Random lice screening for all grades
- Dental screening
- 5th grade growth and development education
- Attends 5th grade Outdoor Education Camp
- Attends 8th grade Washington D.C. trip
- Consults with Health Departments and physicians as needed
- Administers and delegates first aid and medication administration
- Instructs high school students in CPR
- Monitors wellness and safety issues of the district

Immunizations: Immunizations are required by law. If you object to immunizations, an exemption form must be completed and returned to the school nurse. Exemption forms are found by contacting the school nurse in your child's school building.

First Aid: A School Health Services staff member from Akron Children's Hospital is present at each building, so if your student becomes ill or injured they should report to the office. He/she will attempt to make arrangements with parents when a child is ill or injured. Telephone numbers will be obtained from the emergency card in Final Forms, so it is imperative that your information stays up-to-date.

Medication: Medication can be administered only if the proper forms are completed by the child's physician and signed by the parent; this is in accordance with state law and Board policy.

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.

3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Medication Request Forms are located in the school office.

WITHDRAWAL OF STUDENTS

The procedure for withdrawal or transfer of a student is as follows:

- Parents should call the office to notify us of withdrawal;
- Students should return all school property and make sure all fees and lunches are paid;
- When our school office receives a formal record request from the enrolling school, we will send the records to the new school.

Students will be counted absent until an enrollment notice is received from another school.

HOW TO HELP YOUR SCHOOL-AGE CHILD

From September through May, your child spends most of his/her hours in school. In order for your child to be a productive learner, we suggest that you consider the hints listed below:

- Make sure your child gets plenty of rest;
- Make sure your child eats a good breakfast before coming to school;
- Make sure you take a positive attitude toward school, and share that attitude with your child;
- Make sure your child is at school on time and his/her attendance is regular;
- Make sure you spend time in the evening to talk about school and provide a healthy atmosphere for study.

STUDENT RESPONSIBILITY

It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others.

Young people become increasingly accountable by experiencing the positive and negative consequences of their behavior. To provide support and direction to individual students requires understanding, communication and cooperation between home and school. School personnel will contact parents when a need is recognized. It is expected that parents will initiate contact whenever they have concerns.

STUDENT CONDUCT / DISCIPLINE

We have a large group living and working together at our school. In order for each of us to have the best results for our efforts, certain regulations, responsibilities and standards must be enforced. Each student is responsible for their individual behavior while at school, traveling to and from school, or at school-sponsored functions. We hope you will always use good judgment in your actions and make yourself, your parents, your school and your community proud of you.

The Ohio Revised Code 3313.661 specifies that the school has the right to expect reasonable behavior from students. Teachers and staff stand in loco parentis to students in their charge and may exercise such powers of control, restraint, and correction over them as may be reasonably necessary to enable him/her to perform their duties and accomplish the purpose of education. The philosophy of the Triway Local School district includes ethical behavior and acceptance of individual responsibility as desirable goals for all pupils. It is to this end that school efforts in behavior development are directed.

Detailed discipline plans will be sent home by your child's teacher at the beginning of each year. The Triway Local Schools Student Conduct Code serves as a basis for our guidelines.

STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, intimidating or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, 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 Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

STUDENT CONDUCT

Part I. Rights and Responsibilities

Students attend Triway Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries not only rights but accompanies responsibilities for all concerned.

Part II. Conduct Code

A violation of any rule may result in disciplinary action, including detention, suspension, and expulsion.

Rule 1: Disruption of School: A student shall not by use of violence, force, coercion or threat, cause disruption or obstruction to the carrying on of the educational process. Some examples of disruption would include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walk-outs, the use of stink bombs, the impeding of free traffic to or within the school. This list of examples is not exhaustive but is only to give the student an idea of some of the actions that are disruptive.

Rule 2: Damage to School or Private Property: A student shall not cause or attempt damage to school property or to private property on school grounds at any time or at a school-sponsored activity on or off school property.

Rule 3: Assault: A student shall not cause physical injury or behave in such a way which would threaten to cause physical injury to any other person or themselves while under the jurisdiction of the school.

Rule 4: Dangerous Weapons and Instruments: A student shall not possess, use, handle, transmit, or conceal any weapon or instrument which might be considered a dangerous weapon or instrument capable of inflicting harm to another person while under the jurisdiction of the school.

Rule 5: Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, drug, narcotic, or mind or body-altering substance which is not directly prescribed for that student by a person licensed to prescribe medication, while at any school sponsored activity which is on or off school property.

*Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

Rule 6: Tobacco: A student shall not possess, use, transmit, or conceal any tobacco product or device to use tobacco product on school property or at a school sponsored activity or event on or off school property.

Rule 7: Insubordination: A student shall not fail to comply with direction of any authorized school personnel or school regulations while under the jurisdiction of the school.

Rule 8: Frightening, Degrading, Disgraceful Acts or Profanity: A student shall not engage in any act which frightens, degrades, disgraces or is profane or tends to frighten, degrade, disgrace or be profane to any other person or themselves by written, verbal, pictorial, or gesture means while under the jurisdiction of the school.

Rule 9: Truancy: A student shall not be truant from school for part or all of a day. Truancy is declared when a student is absent from activity without school, study hall, class or any other properly-assigned activity without school authorization.

Rule 10: Tardiness: A student shall not be tardy to school, classes, study halls, or assigned activities.

Rule 11: Theft: A student shall not cause or attempt to take into possession the property of the school or any person's private property which is on school property at any time while under the jurisdiction of the school.

Rule 12: Repeated Violations: A student shall not repeatedly refuse to comply with the direction of any authorized school personnel or school regulations while under the jurisdiction of the school.

Rule 13: Violation of Law: A student shall not violate any law ordinance of civil, state, or federal law while under the jurisdiction of the school.

Rule 14: Forgery: A student will not falsify use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school or school personnel. The hacking into unauthorized computers, sites, or information databases is strictly prohibited.

Rule 15: School Bus Rules and Regulations: A student shall not violate any rule or regulation that is established for the use of bus transportation.

Rule 16: False Reports: A student shall not falsely report incidents, or make accusations, or give false testimony to authorized school personnel.

Rule 17: Distribution of Printed Materials or Sale of Material Goods: A student shall not display, distribute, or sell any type of printed or written material, or any material goods on school property with the authorization of school personnel.

SCHOOL BUS DISCIPLINE

When discipline problems with individual students arise, the following procedure should be applied:

1. The driver should handle the problem himself/herself, if possible.
2. When the driver is unable to solve the problem, he/she should report it to the building principal. The principal and driver will then confer with the transportation supervisor, if necessary. The disciplinary disposition of the case will be by the principal of the school.
3. Cases that cannot be solved through the courses outlined above will be referred to the superintendent.
4. Students waiting at a school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.

STUDENT CONDUCT ON SCHOOL BUSES

Although the school district furnishes transportation in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus--and only at that time--does he become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program will be approved by the Board and made available to all parents and students.

STUDENT CONDUCT ON SCHOOL BUSES - RULES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege to transportation by school bus.

Students will:

1. Be careful in approaching bus stops--walk on the left, toward oncoming traffic and be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No food, chewing gum, candy, pop, or ice cream are permitted on the bus at any time.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly.
11. Remain seated until the bus stops to unload; wait for a signal from the bus driver and then cross the road in front of the bus.
12. No personal electronics, cell phones, or iPods are permitted.

DETENTION OF STUDENTS

A student is responsible for his/her behavior. The teacher has full authority, at any time, to question students regarding behavior. If a student violates a classroom guideline, the teacher has the right to challenge the misbehavior and direct a change.

A teacher can use a number of alternatives to direct the change in behavior. These could include a conference in private with the student; a contract from the student; a call to parents; a conference with a Guidance Counselor or any adult that the student trusts; detentions; or any proper consequence determined by the teacher. Detentions are not necessarily the best method of change.

Regardless of the method the teacher prefers, the teacher is responsible. If a detention is given, the teacher shall see that it is serviced. There is a need to inform the office when assigning a detention.

The teacher will give the parent a minimum of 24 hours notice prior to a scheduled pre-school or after-school detention.

Failure by a student to serve a detention should prompt the teacher to either increase the number given or use any option to direct a change. (Calling the parents is a wise alternative.) If, after alternatives have been used, the behavior continues and no evidence of change can be seen, the teacher may wish for the principal to intervene.

Students may be held for not longer than 45 minutes in the elementary school and 60 minutes in the middle school and high school. Alternative times must be approved by the building principal.

The building principal shall devise a schedule of detention supervision. Students in detention will be under the supervision of the certified staff member issuing the detention.

When a student receives a detention, he/she forfeits his/her right to bus transportation. Student transportation shall be the parent(s)/guardian(s) responsibility while a student is serving the detention.

Detention shall not cause an extreme hardship on the student, but shall take precedence over extracurricular or curricular activities, working, etc.

Each principal shall formulate regulations covering the use of detention in that school area.

STUDENT SUSPENSION

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. If at the time a suspension is imposed fewer than 10 days remain in the school year, the superintendent may apply any or all of the period of suspension to the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Board Treasurer
 - C. Student's School Record (not for inclusion in the permanent record, however).
6. Permanent Exclusion - If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

In-School Suspension: For in-school suspensions, the student will complete all assignments given by his/her teacher(s).

Suspension may be appealed. If the suspension was issued by the principal, appeal is to be made to the superintendent. In any case, the suspension may be appealed to the Board of Education.

Appeal to the Superintendent

Should a student, who is eighteen or older, or a student's parent(s) or guardian(s) choose to appeal the suspension, they must do so within (3) three days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board.

Appeal to the Board

The student who is eighteen or older or the student's parent(s) or guardian(s) may appeal the Superintendent's decision to the Board of Education or its designee. They may be represented in all such appeal proceedings.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within (10) ten days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn in and a verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The student may be excluded from school during the appeal process.

The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within (3) three days of the Superintendent's decision.

Appeal to the Court

Under state law, appeal of the Board's decision may be made to the Court of Common Pleas.

EXPULSION OF STUDENTS FOR BRINGING DANGEROUS WEAPONS TO SCHOOL

A student who brings a firearm to school or on to any other property owned or controlled by the Board shall be expelled from school for a period of one year. A student who brings a knife to school or on to any other property owned or controlled by the Board may be expelled for a period not to exceed one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

For purposes of this policy, a firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994," 108 Stat. 270, 20 U.S.C. 8001(a) (2). A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade.

The Superintendent may, in his sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, for the following reasons:

1. Applicable state or federal laws relating to the student's disability, or
2. Extent of culpability of the student.

TRIWAY LOCAL SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

General Statement

Sexual harassment is inappropriate, offensive, and detrimental to the creation of a healthy educational environment. All students have a right to be educated in an environment free from sexual harassment. In addition, all persons coming in contact with the District have a right to experience an environment free from sexual harassment.

The Triway Local School District Board of Education prohibits sexual harassment of or by any student or Board employee. This prohibition encompasses sexual harassment which may occur between employees, between students, between a student and an employee, or between an employee and a member of the public coming in contact with the District. This Policy applies to conduct during and relating to school and school-sponsored activities.

Board Policy ACAA on Sexual Harassment may be found on the Triway Local Schools website at www.triwayschools.org.