

**ORRVILLE CITY SCHOOLS
BOARD OF EDUCATION**
Tuesday, March 18, 2025
5:30 p.m.

- I. Pledge of Allegiance
- II. Call to Order
 - A. Roll Call
 - B. Reports of Principals
 - C. Presentation of Student Services by Mr. Joe Rubino, Director of Student Services.
 - D. Public Participation
 - 1. Sign-in required
 - 2. The presentation's time limit will be three minutes per individual. No more than one-half hour will be devoted to public input.
 - 3. The President of the Board may interrupt or terminate an individual's statement when it is personally directed, abusive, obscene, or irrelevant.
- III. Motion to Accept the March 18, 2025 Agenda.
- IV. Treasurer's Consent Agenda
 - A. Motion to Approve the Minutes from the February 18, 2025 Regular Board Meetings, Curriculum Meeting on February 20, 2025 and the Work Session Minutes of March 4, 2025.
 - B. Motion to Approve the February 2025 Financial Report.
 - C. Motion to Approve Revision to Policy JHCD, Administering Medicine to Students.
- V. Superintendent's Consent Agenda
 - A. Employment: Retirement/Resignation
 - B. Employment: Classified Two Year Contract
 - C. Employment: Classified Substitute
 - D. Employment: Supplemental/Special Duty
 - E. Motion to Approve Tracy Gingrich for Medication Administration
 - F. Motion to Approve the Heartland Early Learning Programs 25-26 Calendar, Handbook, and Brochure.

G. Motion to Approve Student Handbooks for Orrville High School, Orrville Middle School and Orrville Elementary School

VI. Public Participation—Non-Agenda Items

VII. Other

A. Motion to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee.

VIII. Adjournment

**ORRVILLE CITY SCHOOLS
PERSONNEL EMPLOYMENT**

March 18, 2025

(pending satisfactory completion of their files)

A. Employment: Retirement/Resignation

Amy Duxbury	Retirement as of May 31, 2025
Jim Duxbury	Retirement as of May 31, 2025
Donna Knapil	Retirement as of May 31, 2025
Dawn Wagner	Retirement effective June 30, 2025
Courtney Goren	Resignation as of May 31, 2025
Audrey Zuercher	Resignation effective June 30, 2025

B. Employment: Classified Two Year Contract (Re-Employment)

Dawn Wagner	Accounts Payable Assistant - 7/1/2025
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C. Employment: Classified Substitute

Blossom Patterson	Food Service
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D. Employment: Supplemental/Special Duty

James Shupp	Freshman Baseball
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ORRVILLE CITY SCHOOLS
BOARD OF EDUCATION ADDENDUM
March 18, 2025

V. Superintendent's Consent Agenda

A. Employment: Retirement/Resignation

Caren Howes

Retirement as of May 31, 2025

D. Employment: Supplemental/Special Duty

Rebecca Carter
Wyatt Solinger

OMS Athletic Director (50% split)
OMS Athletic Director (50% split)

RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION
Minutes of Regular Meeting
February 18, 2025

The Orrville Board of Education met for the Regular Meeting on February 18, 2025 at 5:30 p.m. in the OHS Library. Employees present were Dr. David Toth and Mark Dickerhoof.

Pledge of Allegiance

Roll Call – Mr. Lorson, Dr. Roadruck, Mrs. Stark, Mrs. Kovacs, and Mrs. Middleton were present.

Presentations - Mr. Ben Olsen and OMS Science Olympiad team members Avery Grosjean, Josh McCreary, and Ryan Baldwin reviewed their process for preparing for the Science Olympiad.

Reports of Principals – The Principals gave building updates.

Public Participation on Agenda items - None at this time.

The Board held a public hearing on the possible retire/rehire of Dawn Wagner.

018-2025 AGENDA APPROVAL

A motion was made to approve the February 18, 2025 Agenda with employment changes..

Mr. Lorson	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vote	<u> 5 - 0 </u>

019-2025 TREASURER’S CONSENT AGENDA

A motion was made to approve the Treasurer’s agenda as follows:

- A. Approved the minutes for the January 7, 2025 organizational and regular Board meetings, the special meeting minutes for January 13, 2025 and January 14, 2025, and the minutes from the work session on January 21, 2025.
- B. Approved the January 2025 financial report.
- C. Approved the FY 2025 appropriations update.
- D. Approved the resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.
- E. Approved the election of Shane Scarbrough to the Orrville Public Library Board of Trustees for the term of January 2025 through December 31, 2031.
- F. Approved a donation of \$12, 000.00 from the Willard E. Smucker Foundation to be used for music education, character education, and Earth Science Club.
- G. Approved a resolution and agreement for the participation of Orrville School in the Ohio Schools Council program for the purchase of natural gas.

Mr. Lorson	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Moved	<u>Mrs. Stark</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vote	<u> 5 - 0 </u>

020-2025 SUPERINTENDENT'S AGENDA

A motion was made to approve the Superintendent's agenda as follows:

- A. Approved the resignations of the following staff: Jordan Savel, Misty Rambeau, Joe Yurik as OMS Athletic Coordinator, and Loretta Riley as 8th grade volleyball coach.
- B. Approved the employment of the following classified staff, pending proper certification: Claudia Alvarez Quinones and Amy Burkey with an increase in hours, Catrina Race, Tracy Gingrich, and Suzanna West.
- C. Approved the employment of Chelsey Webb as certified substitute, pending proper certification..
- D. Approved the employment of classified substitutes, pending proper certification, Krista Derrickson, and Jordan Savel.
- E. Approved the following supplemental/special duty employments, pending proper certification:

Kent Smith	Boys Tennis Coach
Alex Alger	Assistant Varsity Baseball Coach
Joseph Yurik	Assistant Varsity Baseball Coach
Nick Fetty	JV Baseball Coach
Brandon Fetzer	Freshman Baseball Coach
John Holley	Assistant JV/Freshman Baseball Coach
Tyrone Mosley	Head Boys Track Coach
Jaime Sammons	Head Girls Track Coach
Bill Radford	Assistant Girls Track Coach
Dave Speicher	Assistant Boys Track Coach
Ryan Beichler	Assistant Boys Track Coach
KeOntae Owens	Assistant Track Coach
Jaden Skelley	Assistant Track Coach
Heather Snyder	Assistant Track Coach
Samantha Pruett	Assistant Track Coach
Rachel Everitt	Assistant Track Coach
Latia Erb	OMS Head Girls Track Coach
Tyshaun Johnson	OMS Head Boys Track Coach
Judith Dakoski	OMS Assistant Track Coach
James Miller	OMS Assistant Track Coach
Abigail Reusser	Head Softball Coach
Emily Miller	Assistant Softball Coach
Tramaine Thompson	Assistant Softball Coach
Amanda Weatherwax	Spring Weight Room

- F. Approved the following volunteers, pending proper certification:

John Dilyard	Boys Tennis
Jason Ayers	OHS Track
Jacob Stuart	OMS Track
Kendall Louanglath	OMS Track

- G. Approved the following staff for the OES after school enrichment program:

Danielle Sobczyk	Coordinator
Haley Weaver	Instructor
Chris Jones	Instructor
Elizabeth Hochstetler	Instructor
Betty Zehe Blankenship	Instructor
Katie Hart	Instructor
Hannah Jackson	Sub, as needed

- H. Approved the adoption of the Ohio Department of Education and Workforce (the Department) Special Education Model Policies and Procedures.

- I. Approved the 8th grade field trip to Washington, DC on May 27-29, 2025.
- J. Approved resolutions declaring March 2025 as Youth Art Month and Music in Our Schools Month.

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Mrs. Kovacs</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u>5 - 0</u>

021-2025 EMPLOYMENT

- A. Approved the employment of Joseph Shumar as Assistant Treasurer, effective March 18, 2025 and as Treasurer, effective August 1, 2025, pending proper certification.

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u>5 - 0</u>

022-2025 EMPLOYMENT

- A. Approved Brandon Stark as a volunteer for Softball.

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Mrs. Middleton</u>
Mrs. Stark	Abstained		Seconded	<u>Mr. Lorson</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u>4 - 0 - 1</u>

023-2025 EMPLOYMENT

- A. Approved Andy Lorson as OMS Assistant Track Coach.

Mr. Lorson	Abstained		Moved	<u>Mrs. Stark</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mrs. Kovacs</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u>4 - 0 - 1</u>

Public Participation on Non-Agenda Items - None at this time.

024-2025 EXECUTIVE SESSION

A motion was made to go into Executive Session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee and negotiations.

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mrs. Stark</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u>5 - 0</u>

President Lorson called the Board back to regular session at 7:00 p.m.

025-2025 ADJOURN

A motion was made to adjourn:

Mr. Lorson Yes x No _____
Mrs. Stark Yes x No _____
Mrs. Middleton Yes x No _____
Mrs. Kovacs Yes x No _____
Dr. Roadruck Yes x No _____

Moved Mr. Lorson
Seconded Mrs. Stark
Passed x
Failed _____
Vote 5-0

President

Treasurer

RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION
Minutes of Work Session
March 4, 2025

The Orrville Board of Education met for a work session on March 4, 2025 at 5:30 p.m. in the OHS Library. Employees present were Dr. David Toth and Mr. Mark Dickerhoof.

Roll Call – Mr. Lorson, Mrs. Stark, Mrs. Kovacs, Dr. Roadruck, and Mrs. Middleton were present.

Public Participation - None at this time.

026-2025 EMPLOYMENT

A. Approved the employment of Brent Besancon as Head Varsity Football Coach for the 2025-2026 season, pending proper certification.

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mr. Lorson</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u> 5 - 0 </u>

Tom Brenner and Justin Haislip presented information about the LifeWise Program to the Board.

The Board held discussions regarding PD staff late arrival, the Biennium Budget proposal, and Math Curriculum as presented by Mrs. Amy Wilson.

027-2025 ADJOURN

A motion was made to adjourn:

Mr. Lorson	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Moved	<u>Dr. Roadruck</u>
Mrs. Stark	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Seconded	<u>Mrs. Middleton</u>
Mrs. Middleton	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Passed	<u> x </u>
Mrs. Kovacs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Failed	<u> </u>
Dr. Roadruck	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Vote	<u> 5 - 0 </u>

President

Treasurer

RECORD OF PROCEEDINGS OF THE ORRVILLE BOARD OF EDUCATION
Minutes of Curriculum Committee Meeting
February 20, 2025

The Orrville Board of Education Curriculum Committee met on February 20, 2025 at 1:00 p.m. in the Board Office Conference Room.. Employees present were Dr. David Toth, Superintendent, and Mrs. Amy Wilson, Director of Teaching and Learning. Board members in attendance were Mrs. Stark and Mrs. Kovacs.

MATH CURRICULUM FIVE-YEAR ROTATION

The primary focus of the meeting was to discuss the five-year rotation for curriculum adoption. It was emphasized that all adopted curricula must align with state standards. Amy Wilson presented data trends from state tests, highlighting some areas of concern. She also presented similar district data, further supporting the observed trends. The team discussed potential improvement processes based on the data. The need for increased Professional Development time was a significant point of discussion. The team explored options for expanding PD opportunities for math teachers. Math PD from the ESC was mentioned as a resource.

The team reviewed iReady data and discussed its implications for curriculum and instruction. The IXL pilot program was also addressed. They also reviewed the vision for the math program at Orrville and the state math standards for the learning shifts. The HQIM (High-Quality Instructional Materials) rubrics were reviewed. The curriculum choice process, pilot programs, and alignment to state standards were discussed. Curriculum mapping as a crucial component of the adoption process was discussed.

The meeting ended with a decision for Amy Wilson to research available math PD from the ESC and report back to the committee at the next meeting.

Public Participation - None at this time.

The meeting was adjourned at 2:13 pm. Minutes were prepared by Dr. Toth, Superintendent.

A link to the presentation of information for today can be found here. [Presentation Link](#)

Orrville City Schools
Monthly Financial Report
February 2025

General Fund receipts for the month of February totaled \$3,388,895. On a year-to-date basis, the actual receipts are (\$132,832) or (0.90%) below the estimated amount. The total revenue for all funds for February was \$4,083,355.

General Fund expenditures for the month of February totaled \$1,544,162. On a year-to-date basis, actual expenses are below the estimate by \$61,423 or 0.45%. The expenditure total for all funds for February was \$1,846,895.

Orrville City Schools
Monthly Financial Report

	Five -Year Forecast	YTD Actual Through February 2025	YTD as % of Total	YTD Actual Through February 2024	% Variance
REVENUES					
Real Estate Taxes	10,051,680	8,299,062	82.56%	7,622,565	8.87%
Income Tax	38,000	44,440	116.95%	-	#DIV/0!
Unrestricted Grants-in-Aid	7,408,102	4,660,126	62.91%	4,813,334	-3.18%
Restricted Grants-in Aid	450,000	464,475	103.22%	421,947	10.08%
Education Jobs Funding		-	#DIV/0!	-	#DIV/0!
Property Tax Allocation	925,000	508,377	54.96%	419,193	21.28%
All Other	850,000	632,595	74.42%	670,377	-5.64%
Sale of Notes				-	
TOTAL REVENUE	19,722,782	14,609,076	74.07%	13,947,417	4.74%
EXPENDITURES					
Personal Services	10,819,294	7,441,096	68.78%	6,911,154	7.67%
Fringe Benefits	4,468,627	3,128,675	70.01%	2,938,522	6.47%
Purchased Services	3,075,100	2,448,233	79.61%	2,284,611	7.16%
Supplies & Materials	625,000	450,488	72.08%	690,823	-34.79%
Capital Outlay	225,000	43,435	19.30%	452,389	-90.40%
Principal and Interest	-	-		-	#DIV/0!
Other	200,000	107,875	53.94%	106,428	1.36%
TOTAL EXPENDITURES	19,413,021	13,619,802	70.16%	13,383,926	1.76%
REVENUE OVER/(UNDER) EXPENDITURES	309,761	989,274		563,491	
CASH BALANCE, BEGINNING	11,610,123	11,610,123		11,483,973	
CASH BALANCE, ENDING	11,919,884	12,599,397		12,047,464	

Orville City Schools
Monthly Financial Report

	February		MTD Variance		YTD TOTAL		YTD Variance	
	Estimated	Actual	Amount	Percent	Budget	Actual	Amount	Percent
REVENUES								
Real Estate Taxes	2,850,000	2,728,536	(121,464)	-4.26%	8,400,000	8,299,062	(100,938)	-1.20%
Tangible Personal Property Taxes			-	#DIV/0!	38,000	44,440	6,440	16.95%
Unrestricted Grants-in-Aid	625,000	553,230	(71,770)	-11.48%	4,915,000	4,660,126	(254,874)	-5.19%
Restricted Grants-in Aid	44,818	46,921	2,103	4.69%	340,908	464,475	123,567	36.25%
Education Jobs Funding			-	#DIV/0!	-	-	-	#DIV/0!
Property Tax Allocation	110,000	60,208	(49,792)	-45.27%	478,000	508,377	30,377	6.36%
All Other			-	#DIV/0!	570,000	632,595	62,595	10.98%
Sale of Notes			-		-	-	-	#DIV/0!
TOTAL REVENUE	3,629,818	3,388,895	(240,923)	-6.64%	14,741,908	14,609,076	(132,832)	-0.90%
EXPENDITURES								
Personal Services	915,000	886,689	28,311	3.09%	7,419,896	7,441,096	(21,201)	-0.29%
Fringe Benefits	377,000	403,762	(26,762)	-7.10%	3,084,808	3,128,675	(43,867)	-1.42%
Purchased Services	200,000	205,690	(5,690)	-2.84%	2,491,622	2,448,233	43,389	1.74%
Supplies & Materials	26,000	44,269	(18,269)	-70.27%	475,600	450,488	25,112	5.28%
Capital Outlay	1,500	1,042	458	30.53%	107,000	43,435	63,565	59.41%
Principal and Interest	3,000	2,710	290	9.65%	102,300	107,875	(5,575)	-5.45%
Other			-	#DIV/0!	-	-	-	
TOTAL EXPENDITURES	1,472,500	1,544,162	(71,662)	-4.87%	13,681,225	13,619,802	61,423	0.45%
REVENUE OVER/(UNDER) EXPENDITURES	2,157,318	1,844,733	(312,585)	-14.49%	1,060,683	989,274	(71,408)	-6.73%
CASH BALANCE, BEGINNING	10,663,488	10,754,664	91,177	0.86%	11,610,123	11,610,123	-	0.00%
CASH BALANCE, ENDING	12,820,806	12,599,397	(221,408)	-1.73%	12,670,806	12,599,397	(71,408)	-0.56%

Orville City Schools
Monthly Financial Report

	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Budget	April Budget	May Budget	June Budget	ROLLING TOTAL
REVENUES													
Real Estate Taxes	2,260,707	2,325,226	-	-	-	-	984,594	2,728,536	1,651,680	-	-	-	9,950,742
Tangible Personal Property Taxes		44,440	44,440	-	-	-	-	-	-	-	-	-	44,440
Unrestricted Grants-in-Aid	582,668	627,186	582,615	575,119	566,779	566,458	606,072	553,230	625,000	625,000	625,000	618,102	7,153,228
Restricted Grants-in Aid	48,964	48,964	48,964	48,907	99,610	46,239	75,907	46,921	44,818	44,818	19,456	-	573,567
Education Jobs Funding													-
Property Tax Allocation	70,941	102,803	508,377	56,933	53,912	53,923	44,262	60,208	-	447,000	-	-	955,377
All Other			189,614						125,000	50,000	30,000	75,000	912,595
Sale of Notes													-
TOTAL REVENUE	2,963,279	3,104,178	1,374,010	680,959	720,301	666,619	1,710,835	3,388,895	2,446,498	1,166,818	674,456	693,102	19,589,950
EXPENDITURES													
Personal Services	943,229	860,166	950,509	940,487	1,011,045	987,217	861,755	886,689	925,000	865,000	885,000	839,398	10,955,494
Fringe Benefits	161,808	446,467	417,034	458,213	410,464	427,764	403,164	403,762	375,000	375,000	375,000	453,819	4,707,494
Purchased Services	290,472	636,027	236,351	324,832	166,911	265,110	322,839	205,690	165,000	187,000	175,000	206,478	3,181,711
Supplies & Materials	69,436	95,766	32,772	80,279	34,990	27,147	62,162	44,269	39,000	45,000	26,000	39,400	596,221
Capital Outlay	18,625	7,891	5,835	7,378	2,663	-	-	1,042	1,000	2,000	1,500	113,500	161,435
Principal and Interest			1,340	9,516	6,869	4,244	9,118	2,710	-	-	5,700	4,000	205,575
Other	806	73,271							85,000	3,000			
TOTAL EXPENDITURES	1,484,376	2,119,587	1,643,842	1,820,706	1,632,943	1,711,483	1,659,037	1,544,162	1,590,000	1,477,000	1,468,200	1,656,595	19,807,930
REVENUE OVER/(UNDER) EXPENDITURES	1,478,904	984,591	(269,832)	(1,139,747)	(912,642)	(1,044,864)	51,798	1,844,733	856,498	(310,182)	(793,744)	(963,493)	(217,980)
CASH BALANCE, BEGINNING	11,610,121	13,089,025	14,073,616	13,803,784	12,664,038	11,751,395	10,706,531	10,758,329	12,603,062	13,459,560	13,149,378	12,355,634	11,610,121
CASH BALANCE, ENDING	13,089,025	14,073,616	13,803,784	12,664,038	11,751,395	10,706,531	10,759,329	12,603,062	13,459,560	13,149,378	12,355,634	11,392,141	11,392,141

Orrville City Schools
Cash Reconciliation
February 2025

BANKS

5/3 Bank	\$	5,543,566.11	
PNC	\$	43,300.32	
STAR Ohio	\$	1,156,156.91	
FNB	\$	200,000.00	
FNB MM		7,164,990.93	
PNC Earth Sci			
Total			\$ 14,108,014.27

Cash intransit	\$	3,594.90	
Qrt Payroll Not sent	\$	(115.36)	
Child Support			
EAO Dues			
American Fidelity/Byrnes			
Outstanding check	\$	(325,917.54)	
CD - Total	\$	28,755.44	\$ (293,682.56)

Change - café	\$	200.00	
Change - Athletics	\$	4,000.00	
Carryover change			
Total			\$ 4,200.00

BANK TOTAL \$ 13,818,531.71

CASH POSITION RPT \$ 13,818,531.71

SUNGARD K-12 EDUCATION
 DATE: 03/10/2025
 TIME: 08:28:57
 SELECTION CRITERIA : ALL

ACCOUNTING PERIOD : 8/25

ORRVILLE CITY SD
 OH Cash Position Report

FUND	SCC	DESCRIPTION BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
001		11,610,121.15	3,388,894.77	14,609,076.58	1,544,161.82	13,619,803.01	12,599,394.72	1,751,462.10	10,847,932.62
002		723,534.56	264,520.94	828,730.02	1,100.00	944,168.87	608,095.71	0.00	608,095.71
003		34,692.22	212,281.12	715,925.81	106,410.41	787,748.70	-37,130.67	5,000.00	-42,130.67
006		387,343.85	28,374.09	517,377.74	98,836.12	736,442.64	168,278.95	309,202.34	-140,923.39
007		100,734.95	7,331.32	7,792.50	0.00	500.00	108,027.45	0.00	108,027.45
012		1,099.20	0.00	0.00	0.00	0.00	1,099.20	0.00	1,099.20
014		29,922.76	0.00	140.00	397.71	11,492.92	18,569.84	7,750.86	10,818.98
018		52,033.48	1,475.90	18,926.77	10,529.81	22,127.19	48,833.06	5,807.14	43,025.92
019		5,097.27	0.00	5,500.00	383.04	2,811.52	7,785.75	1,383.18	6,402.57
022		947.51	2,266.00	8,192.64	0.00	5,288.89	3,851.26	16,443.94	-12,592.68
034		414,574.19	0.00	0.00	4,037.83	376,545.54	38,028.65	61,707.12	-23,678.47
200		34,416.38	1,090.97	25,155.92	230.35	19,516.42	40,055.88	31,789.59	8,266.29
300		166,554.95	7,301.20	194,736.79	15,044.31	177,282.12	184,009.62	48,359.42	135,650.20
451		592.59	0.00	3,000.00	0.00	8,400.00	-4,807.41	0.00	-4,807.41

SUNGARD K-12 EDUCATION
 DATE: 03/10/2025
 TIME: 08:28:57
 SELECTION CRITERIA : ALL

ORRVILLE CITY SD
 OH Cash Position Report

ACCOUNTING PERIOD : 8/25

FUND	SCC	DESCRIPTION	BEGIN BALANCE	MTD RECEIPTS	FYTD RECEIPTS	MTD EXPENDITURES	FYTD EXPENDITURES	CURRENT FUND BALANCE	CURRENT ENCUMBRANCE	UNENCUMBERED FUND BALANCE
452			121.54	0.00	0.00	0.00	0.00	121.54	0.00	121.54
463			6,624.92	0.00	0.00	0.00	0.00	6,624.92	0.00	6,624.92
466			7,360.72	0.00	0.00	0.00	0.00	7,360.72	0.00	7,360.72
516			403.16	96,604.35	231,366.58	33,528.44	231,945.83	-176.09	476.96	-653.05
533			0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.80
551			0.00	0.00	11,893.67	2,383.25	20,133.37	-8,239.70	0.00	-8,239.70
572			-744.50	62,598.17	172,093.88	20,174.33	171,719.22	-369.84	12,600.00	-12,969.84
573			68.95	0.00	0.00	0.00	0.00	68.95	0.00	68.95
584			720.00	2,556.50	25,475.57	2,556.50	26,195.57	0.00	0.00	0.00
590			-11,498.74	8,059.65	70,426.04	7,121.27	58,031.70	895.60	0.00	895.60
599			28,152.80	0.00	0.00	0.00	0.00	28,152.80	0.00	28,152.80
GRAND TOTALS:			13,592,874.71	4,083,354.98	17,445,810.51	1,846,895.19	17,220,153.51	13,818,531.71	2,251,982.65	11,566,549.06

Fund Number	Fund Name
001	General Fund
002	Bond Retirement Fund
003	Permenant Improvement
006	Food Service
012	Agency Funds
014	Rotary Fund
018	Principal Activity Account
019	Other Grants
022	Tournament Funds
034	Maintenance Fund
200	Student Activity
300	Athletic Fund
451	One Net Grant
452	Telcomm
463	Alternate Challenge grant
466	Straight A grant
467	Student Success and Wellness
507	CARES Funding
510	CRF
516	IDEA - B
533	Title II D
551	LEP Title III
572	Title I
573	Title V
590	Title II-A
599	Other Federal Grant

Orrville City Schools
February 2025 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
47962	02/05/25	10001548	AMY K MEREDITH	STUDENT SERVICES LI	400.00
47963	02/05/25	528	TREASURER OF STATE	FINANCIAL AUDIT	1,927.00
47964	02/05/25	10001639	ANDREW L BRENNER	MILEAGE REIMB	352.50
47965	02/05/25	10000299	E H HARDWARE GROUP	MAINT SUPPLIES	62.00
47965	02/05/25	10000299	E H HARDWARE GROUP	MISC SUPPLIES	6.99
47966	02/05/25	135	EAST CENTRAL OHIO E	DRIVER RECERT	85.00
47966	02/05/25	135	EAST CENTRAL OHIO E	DRIVER RECERT	150.00
47967	02/05/25	8403	FND CONSULTING SERV	FOOD SERVICE CONSUL	300.00
47968	02/05/25	10001557	FREDERICKTOWN BOARD	HS AND MS GIRLS WRE	225.00
47969	02/05/25	2896	BAUMSPAGE.COM LLC	ADMINISTRATIVE SERV	90.00
47969	02/05/25	2896	BAUMSPAGE.COM LLC	ADMINISTRATIVE SERV	90.00
47969	02/05/25	2896	BAUMSPAGE.COM LLC	ADMINISTRATIVE SERV	90.00
47970	02/05/25	8509	GREAT LAKES BIOMEDI	STUDENT TESTING	594.00
47971	02/05/25	10001515	HILL INTERNATIONAL	BUS PARTS	1,566.24
47972	02/05/25	10001142	KEVIN A INDERMUHLE	MILEAGE/EXPENSE REI	160.82
47973	02/05/25	2305	LAKE REGION OIL IN	PUMPING CHARGES	350.00
47974	02/05/25	2655	LONIER PAINTING	BOE CONFERENCE ROOM	1,980.00
47975	02/05/25	3579	LOUDONVILLE-PERRYSV	ENTRY FEE WRESTLING	250.00
47976	02/05/25	1025	MF ATHLETIC CO INC	SHIPPING FEES HIGH	199.00
47976	02/05/25	1025	MF ATHLETIC CO INC	HIGH JUMP STANDARDS	714.00
47977	02/05/25	10001608	KAITLYN K MIDAY	MILEAGE/EXPENSE REI	148.82
47978	02/05/25	10001203	NEW LONDON BOE	MS WRESTLING TOURNA	175.00
47979	02/05/25	199	OASBO	OASBO 2025 ANNUAL C	445.00
47980	02/05/25	8155	OHS FASTPITCH SB CO	MEMBERSHIP DUES	40.00
47981	02/05/25	10001139	JAIME N SAMMONS	MILEAGE/EXPENSE REI	160.82
47982	02/05/25	4271	SCHOLASTIC BOOK CLU	CLASSROOM BOOKS	102.90
47983	02/05/25	10001710	DUNKIN ORRVILLE	COFFEE	32.29
47984	02/05/25	10000077	DAVID SOVACOOOL	MILEAGE/EXPENSE REI	148.40
47985	02/05/25	10000068	CATHERINE R SWEJK	MILEAGE/EXPENSE REI	164.82
47986	02/05/25	10001637	DAVID M TOTH	MILEAGE REIMB	137.20
47987	02/05/25	10000232	TRANSPORTATION ACCE	BUS PARTS	363.44
47988	02/05/25	640	WAYNE COUNTY HEALTH	HEALTH DEPT. LICENS	1,968.00
47989	02/05/25	10001554	WAYNE DALE ATHLETIC	WABC KADERLY CLASSI	275.00
47990	02/05/25	7486	WHITES MAIBACH FORD	SERVICE ON VANS	1,042.77
47991	02/05/25	10000103	KRISTEN RENEE ZOOK	MILEAGE/EXPENSE REI	86.41
47992	02/12/25	8037	AQUA CLEAR INC	WATER FOR WATER COO	68.00
47993	02/12/25	51	BUEHLER FOOD MARKET	GROCERIES	300.71
47993	02/12/25	51	BUEHLER FOOD MARKET	OPEN PO	19.65
47993	02/12/25	51	BUEHLER FOOD MARKET	HEALTH AND WELLNESS	122.17
47993	02/12/25	51	BUEHLER FOOD MARKET	CLINIC SUPPLIES	93.88
47993	02/12/25	51	BUEHLER FOOD MARKET	SUPPLIES	33.73
47994	02/12/25	10000670	HEATHER M COLEMAN	TEACHER LICENSE REN	20.00
47995	02/12/25	10000212	CHRISTINE D DOMER	CLOSED LINE 1 IN ER	130.25
47996	02/12/25	10001733	BRYAN P FINGER	STRETCHING BANDS	499.75
47997	02/12/25	10001675	FSS SOFTWARE TOPCO	1 YEAR MASTERLIBRAR	3,550.00
47998	02/12/25	10001686	GANNETT OHIO LOCALI	LEGAL NOTICES	31.92
47999	02/12/25	10000274	MICHELLE L HELLER	TEACHER LICENSE REN	200.00
48000	02/12/25	10000371	KRISTIN LYNN HORSBU	KINDNESS CLUB ITEMS	73.93
48001	02/12/25	10001728	J & H AEROSPACE	SCIENCE OLYMPIAD MA	86.00
48002	02/12/25	10001562	GENUINE PARTS COMPA	MAINT SUPPLIES	276.11
48002	02/12/25	10001562	GENUINE PARTS COMPA	ELEMENTARY FLOOR SC	1,128.08
48002	02/12/25	10001562	GENUINE PARTS COMPA	BUS SUPPLIES	1,080.15
48003	02/12/25	10001683	NATIONAL EXCHANGE C	CORPORATE MEMBERSHI	23.00
48004	02/12/25	10001568	PORT CLINTON BOARD	GIRLS INVITE ENTRY	150.00
48004	02/12/25	10001568	PORT CLINTON BOARD	2024 GIRLS WRESTLIN	90.00
48005	02/12/25	10001734	RAPTOR TECHNOLOGIES	STUDENT WATCH SUITE	6,250.00
48005	02/12/25	10001734	RAPTOR TECHNOLOGIES	EMPLOYEE SAFE SUITE	4,000.00
48006	02/12/25	10000738	JEREME L SCHEUFLER	TEACHER LICENSE REN	200.00
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	145.48
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	790.68
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	823.65
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	823.65
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	1,203.15
48007	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	2,026.78
48008	02/12/25	4271	SCHOLASTIC INC	MY BIG WORLD FOR PR	126.50
48009	02/12/25	10000137	DANIEL STEPHEN STEI	MILEAGE REIMBURSEME	169.40
48010	02/12/25	10001324	TAYLOR BAND AND ORC	MUSIC	286.00
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,195.50

Orrville City Schools
February 2025 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,195.50
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	52.87
48011	02/12/25	10001506	TOSHIBA AMERICAN BU	BLK AND COLOR OVERA	1,195.50
48012	02/12/25	10000277	US BANK TRUST	CERTIFICATES OF PAR	1,100.00
48013	02/12/25	10000078	DAWN RENEE WAGNER	MILEAGE REIMBURSEME	41.87
48014	02/14/25	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	282.00
48015	02/20/25	1798	DUMONTS SPORTING GO	SWEATSHIRTS	1,902.00
48015	02/20/25	1798	DUMONTS SPORTING GO	SWEATSHIRTS	60.00
48016	02/20/25	10000371	KRISTIN LYNN HORSEBU	KINDNESS CLUB ITEMS	309.11
48017	02/20/25	10001521	AMERICAN BOTTLING C	OHS DRINKS	187.00
48018	02/20/25	326	MULTI-COUNTY JUVENI	TUITION FOR STUDENT	311.45
48019	02/20/25	3977	N2Y LLC	SYMBOLSTIX PRIME	124.68
48020	02/20/25	378	ORRVILLE HS CAFETER	STAFF FOOD	182.15
48021	02/20/25	10001655	SUMMA HEALTH SYSTEM	ATHLETIC TRAINER 24	6,666.67
48022	02/20/25	7025	TREASURER STATE OF	FINGER PRINTING ORR	236.00
48023	02/28/25	900013	AMERICAN FUNDS SERV	DED:6000 AMER FUNDS	200.00
48023	02/28/25	900013	AMERICAN FUNDS SERV	DED:6000 AMER FUNDS	200.00
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3501 VIS SNG	144.90
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3503 VIS EMP +	169.86
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3504 VISION FAM	12.04
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3502 VIS EMP +	21.72
48024	02/28/25	10001363	AMERITAS LIFE INSUR	AMERITAS ADJ 2-25	(251.10)
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3501 VIS SNG	120.06
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3500 VSN FAM	276.92
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3504 VISION FAM	12.04
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3502 VIS EMP +	21.72
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3503 VIS EMP +	143.04
48024	02/28/25	10001363	AMERITAS LIFE INSUR	DED:3500 VSN FAM	252.84
48025	02/28/25	10000021	MASSILLON CITY INCO	DED:48244M MCTX	149.67
48025	02/28/25	10000021	MASSILLON CITY INCO	DED:48244M MCTX	128.41
48026	02/28/25	2976	BRIGHTHOUSE LIFE I	DED:6003 METLIFE	207.50
48026	02/28/25	2976	BRIGHTHOUSE LIFE I	DED:6003 METLIFE	207.50
48027	02/28/25	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	232.00
48028	02/28/25	900010	SECURITY BENEFIT LI	DED:6006 SECURITY	625.00
48028	02/28/25	900010	SECURITY BENEFIT LI	DED:6006 SECURITY	625.00
48029	02/28/25	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	1,767.89
48029	02/28/25	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	1,767.89
48029	02/28/25	4787	STARK COUNTY DEPT O	DED:5000 FLEX D. C.	100.00
48029	02/28/25	4787	STARK COUNTY DEPT O	DED:5001 FLEX MED	104.36
48029	02/28/25	4787	STARK COUNTY DEPT O	DED:5000 FLEX D. C.	100.00
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2030 INS SGL	243.24
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2010 INS SGL	12,176.43
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2008 INS FAM	34,709.85
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2004 INS FAM	43,708.70
48030	02/28/25	4721	STARK COUNTY SCHOOL	INS ADJ 2-25	(1,179.44)
48030	02/28/25	4721	STARK COUNTY SCHOOL	LIFE ADJ 2-25	(22.66)
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4506 LIFE ADD'L	174.58
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4508 SUPT LIFE	35.50
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4510 TREAS LIFE	6.25
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4512 LIFE IN	6.26
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	2,117.04
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3007 DENT BRD	2,467.44
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3013 DENT BRD	2,645.00
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3021 DENT BRD	2,645.00
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2018 INS SGL	3,175.56
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3023 DENT BRD	429.12
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2014 INS SGL	528.91
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2002 INS SGL	529.26
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2032 MEDICAL	1,285.55
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2000 INS FAM	1,285.55
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2026 INS SGL	3,705.87
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2003 INS BRD	1,588.23
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4507 CERT LIFE	737.50
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3015 DENT BRD	750.96
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3003 DENT BRD	1,072.80
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2030 INS SGL	243.24
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3028 DENTAL	264.50
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:4509 CLASS LIFE	206.25

Orrville City Schools
February 2025 Check Register

CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3005 DENT BRD	5,819.00
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2001 INS BRD	6,427.75
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2024 INS FAM	10,284.40
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2016 INS FAM	11,569.95
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:3001 DENT BRD	12,431.50
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2010 INS SGL	12,526.60
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2008 INS FAM	34,717.04
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2004 INS FAM	44,994.25
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2006 INS SGL	2,570.67
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2018 INS SGL	3,175.56
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2003 INS BRD	1,588.23
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2026 INS SGL	3,705.87
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2000 INS FAM	1,285.55
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2032 MEDICAL	1,285.55
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2014 INS SGL	528.91
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2002 INS SGL	529.26
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2024 INS FAM	10,284.40
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2016 INS FAM	11,569.95
48030	02/28/25	4721	STARK COUNTY SCHOOL	DED:2001 INS BRD	6,427.75
48031	02/28/25	900015	VOYA FINANCIAL RELI	DED:6008 VOYA 403B	75.00
48031	02/28/25	900015	VOYA FINANCIAL RELI	DED:6008 VOYA 403B	75.00
48032	02/27/25	8037	AQUA CLEAR INC	WATER FOR WATER COO	26.00
48033	02/27/25	10000610	JASON P AYERS	ATHLETIC ASSISTANCE	1,597.50
48034	02/27/25	1215	BERKEY TROPHIES	WINTER SPORTS AWARD	150.00
48035	02/27/25	10000485	MARK A BESANCON	MILEAGE TO BASEBALL	144.20
48036	02/27/25	1882	CAROLINA BIOLOGICAL	BIOLOGY SUPPLIES AN	476.11
48037	02/27/25	3782	CHIPPEWA LOCAL SCHO	GIRLS WRESTLING TO	315.00
48038	02/27/25	7115	CONNECTION EDUCATIO	LINE 1 CLOSED IN ER	2,720.00
48039	02/27/25	10000410	DANIEL T CORELL	TEACHER LICENSE REN	200.00
48040	02/27/25	10000212	CHRISTINE D DOMER	TEACHER LICENSE REN	200.00
48041	02/27/25	6324	EXPERT TS	VARSITY JACKET REIM	100.00
48042	02/27/25	10001737	FIRENSHIP MEALS IN	STUDENT COUNCIL DON	125.50
48043	02/27/25	8595	HIGH SCHOOL AD NETW	ANNUAL MEMBERSHIP F	100.00
48044	02/27/25	10001142	KEVIN A INDERMUHLE	CONSUMABLE ITEMS FO	54.22
48045	02/27/25	10000233	CHRISTOPHER W JONES	REIMBURSEMENT FOR N	155.00
48046	02/27/25	10000140	LAURA E CIAMACCO	MILEAGE	37.80
48047	02/27/25	7247	MUSICIANS REPAIR SE	INSTRUMENT REPAIR	643.00
48048	02/27/25	2597	SAM'S CLUB DIRECT	VENDING SUPPLIES	294.52
48048	02/27/25	2597	SAM'S CLUB DIRECT	COFFEE AND OFFICE S	104.56
48049	02/27/25	4271	SCHOLASTIC BOOK FAI	SPRING BOOK FAIR	3,553.92
48050	02/27/25	10001637	DAVID M TOTH	MILEAGE REIMB	137.20
48051	02/27/25	10001151	WENGER CORPORATION	STAGING UNIVERSAL D	490.11
48051	02/27/25	10001151	WENGER CORPORATION	STAGING UNIVERSAL D	490.11
48051	02/27/25	10001151	WENGER CORPORATION	STAGING UNIVERSAL D	490.12
48051	02/27/25	10001151	WENGER CORPORATION	STAGING UNIVERSAL D	490.11
48052	02/27/25	10000331	WOOSTER APPLIANCE	REPAIRS	240.00
48053	02/27/25	10000059	AUDREY L ZUERCHER	REIMBURSEMENTS	110.40
48077	03/14/25	629	ORRVILLE AREA UNITE	DED:7502 UNITED WAY	232.00
V1000402	02/05/25	8125	88 KEYS PIANO TUNIN	PIANO TUNING	100.00
V1000403	02/05/25	10000678	AMAZON CAPITAL SERV	HEALTH AND WELLNESS	86.95
V1000403	02/05/25	10000678	AMAZON CAPITAL SERV	CURRICULUM/CLASSROO	33.94
V1000403	02/05/25	10000678	AMAZON CAPITAL SERV	CURRICULUM/CLASSROO	29.16
V1000403	02/05/25	10000678	AMAZON CAPITAL SERV	CURRICULUM/CLASSROO	33.94
V1000404	02/05/25	7259	AULTWORKS OCCUPATIO	PHYSICALS	142.00
V1000405	02/05/25	10000736	BACKGROUND INVESTIG	VOLUNTEER BACKGROUN	16.45
V1000406	02/05/25	75	BRICKERGRAYDON LLP	ANNUAL CONTINUING D	154.50
V1000406	02/05/25	75	BRICKERGRAYDON LLP	ANNUAL CONTINUING D	154.50
V1000407	02/05/25	10001196	CAPSIM MANAGEMENT S	CAPSIMGLOBAL HIGH S	81.00
V1000408	02/05/25	3938	CARDINAL BUS SALES	BUS PARTS	1,337.54
V1000409	02/05/25	1268	GORDON FOOD SERVICE	BLANKET PO	7,444.10
V1000409	02/05/25	1268	GORDON FOOD SERVICE	BLANKET PO	10,403.38
V1000409	02/05/25	1268	GORDON FOOD SERVICE	BLANKET PO	13,687.31
V1000410	02/05/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	44.04
V1000410	02/05/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	84.72
V1000410	02/05/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	257.28
V1000411	02/05/25	2350	MCCLINTOCK ELECTRIC	REPAIRS - HS	130.00
V1000412	02/05/25	1015	MEDCO SUPPLY COMPAN	ATHLETIC TRAINING S	420.27
V1000412	02/05/25	1015	MEDCO SUPPLY COMPAN	ATHLETIC TRAINING S	4.86
V1000413	02/05/25	1125	NRH ELECTRIC INC	MAINTENANCE SUPPLIE	65.36

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CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
V1000414	02/05/25	383	ORRVILLE PRINTING C	VINYL BANNERS	612.00
V1000415	02/05/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	1,573.44
V1000416	02/05/25	2141	REA ASSOCIATES INC	COMPILATION OF FINA	1,270.00
V1000417	02/05/25	501	STANTON'S SHEET MUS	MUSIC FOR 4TH GRADE	26.67
V1000418	02/05/25	564	TRI COUNTY ESC	WELLNESS - LORSON	2,556.50
V1000418	02/05/25	564	TRI COUNTY ESC	ORRVILLE PRESCHOOL	8,164.88
V1000418	02/05/25	564	TRI COUNTY ESC	STEM - VIERHELLER	2,521.67
V1000418	02/05/25	564	TRI COUNTY ESC	WELLNESS - LORSON	1,274.95
V1000418	02/05/25	564	TRI COUNTY ESC	LITERACY COACH - KE	8,863.29
V1000418	02/05/25	564	TRI COUNTY ESC	CAREER COACH AMANDA	6,245.01
V1000418	02/05/25	564	TRI COUNTY ESC	HONORS CHOIE PARTI	327.55
V1000418	02/05/25	564	TRI COUNTY ESC	SPEECH LANGUAGE PAT	(4,710.00)
V1000418	02/05/25	564	TRI COUNTY ESC	SPEECH LANGUAGE PAT	2,765.55
V1000419	02/05/25	10001561	USA CLEAN BY JON DO	MAINTENANCE SUPPLIE	95.24
V1000420	02/05/25	10001692	VENTRIS LEARNING L	UFLI TEACHING MANUA	90.00
V1000421	02/05/25	10000999	VOYAGER SOPRIS LEAR	ALO READING K-6 DIG	4,999.05
V1000422	02/05/25	10001644	ZIEGLER BOLT PARTS	BUS & SHOP SUPPLIES	265.26
V1000423	02/13/25	900019	EDUCATION ASSOC OF	DED:7000 EAO DUES	3,653.13
V1000423	02/13/25	900019	EDUCATION ASSOC OF	DED:7001 EAO DUES	308.70
V1000423	02/13/25	900019	EDUCATION ASSOC OF	DED:7000 EAO DUES	29.06
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLY	272.38
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLIES	89.95
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLIES	73.87
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	SUPPLIES AND MATERI	31.96
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	STUDENT COUNCIL PRO	38.88
V1000424	02/12/25	10000678	AMAZON CAPITAL SERV	CLOSED LINE ONE IN	59.00
V1000425	02/12/25	2673	CINTAS CORPORATION	MOP RENTAL	536.74
V1000425	02/12/25	2673	CINTAS CORPORATION	UNIFORMS / CLEANING	366.00
V1000426	02/12/25	100	CRAMER OIL INC	GAS / DIESEL FUEL	5,533.15
V1000427	02/12/25	846	CUMMINS SALES AND S	NEW DPF SYSTEM ON B	12,662.06
V1000428	02/12/25	10001717	EAST SIDE JERSEY DA	BLANKET PO	6,153.09
V1000429	02/12/25	3074	EJ THERAPY INC	OT, PT SERVICES FOR	291.44
V1000429	02/12/25	3074	EJ THERAPY INC	OT, OT, O&M SERVICE	10,264.01
V1000430	02/12/25	10001336	ACTIVE INTERNET TEC	BLACKBOARD CONNECT	3,358.00
V1000431	02/12/25	1056	FRIENDLY WHOLESAL	9" JUMBO 2PLY 100'	1,004.10
V1000431	02/12/25	1056	FRIENDLY WHOLESAL	WHITE ROLL TOWEL 6	1,348.20
V1000432	02/12/25	7999	HERITAGE TELEPHONE	PHONE SERVICE	890.15
V1000433	02/12/25	10000536	HERSHEY'S ICE CREAM	BLANKET PO	176.28
V1000434	02/12/25	1415	HOBART	REPAIRS	848.41
V1000435	02/12/25	3426	MAGICAL THEATRE COM	FIELD TRIP TICKETS	180.25
V1000436	02/12/25	1015	MEDCO SUPPLY COMPAN	ATHLETIC TRAINING S	515.00
V1000437	02/12/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OMS	632.85
V1000437	02/12/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OES	110.00
V1000438	02/12/25	7798	NOWAK TOURS INC	DC DOWN PAYMENT	8,200.00
V1000439	02/12/25	7095	PEARSON ASSESSMENTS	PROTOCOLS FOR SCHOO	98.00
V1000440	02/12/25	3505	PITNEY BOWES GLOBAL	MAINT AGREEMENT	357.75
V1000441	02/12/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	1,966.80
V1000442	02/12/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	50.37
V1000442	02/12/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLY	120.57
V1000443	02/12/25	564	TRI COUNTY ESC	SPELLING BEE FEE	15.00
V1000443	02/12/25	564	TRI COUNTY ESC	DRAMA FESTIVAL FEE	65.00
V1000444	02/12/25	10001046	WINGS OF CHANGE THE	TUITION FOR JW	5,850.00
V1000451	02/20/25	10000678	AMAZON CAPITAL SERV	SUPPLIES FOR SPECIA	69.29
V1000451	02/20/25	10000678	AMAZON CAPITAL SERV	SUPPLIES FOR SPECIA	254.96
V1000451	02/20/25	10000678	AMAZON CAPITAL SERV	MAINTENANCE SUPPLIE	79.92
V1000452	02/20/25	835	GOPHER	PICKLEBALL EQUIPMEN	557.35
V1000453	02/20/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	108.18
V1000453	02/20/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	166.01
V1000454	02/20/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	75.00
V1000454	02/20/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	75.00
V1000454	02/20/25	10001600	HOLMES PEST CONTROL	PEST CONTROL	93.00
V1000455	02/20/25	252	JOSTEN'S INC	GRADUATION	25.00
V1000456	02/20/25	10000394	JW PEPPER SON INC	SHEET MUSIC	376.43
V1000456	02/20/25	10000394	JW PEPPER SON INC	SHEET MUSIC	394.99
V1000457	02/20/25	2350	MCCLINTOCK ELECTRIC	DOOR PULL STATION I	1,042.00
V1000458	02/20/25	10001337	MORAN HEATING AND C	ADDL HVAC REPAIR HS	160.00
V1000458	02/20/25	10001337	MORAN HEATING AND C	ADDL HVAC REPAIR HS	215.00
V1000458	02/20/25	10001337	MORAN HEATING AND C	ADDL HVAC REPAIR HS	936.76
V1000459	02/20/25	1122	ALFRED NICKLES BAKE	BLANKET PO	474.85

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CHECK NUMBER	CHECK DATE	VENDOR/PAYER NUMBER	NAME	DESCRIPTION	TRANSACTION AMOUNT
V1000459	02/20/25	1122	ALFRED NICKLES BAKE	BLANKET PO	826.33
V1000459	02/20/25	1122	ALFRED NICKLES BAKE	BLANKET PO	847.69
V1000460	02/20/25	10000535	PETERS KALAIL & MAR	LEGAL SERVICES	3,097.50
V1000461	02/20/25	10001695	NEW DIRECTION SOLUT	SLP TELEHEALTH SERV	1,966.80
V1000462	02/20/25	10000555	VOICE SOLUTIONS AND	REPAIRS - HS	90.00
V1000462	02/20/25	10000555	VOICE SOLUTIONS AND	REPAIRS - HS	90.00
V1000463	02/20/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	17.65
V1000463	02/20/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	29.19
V1000463	02/20/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	31.90
V1000464	02/20/25	564	TRI COUNTY ESC	ACADEMIC CHALLENGE	55.00
V1000464	02/20/25	564	TRI COUNTY ESC	SCIENCE OF READING	1,384.58
V1000464	02/20/25	564	TRI COUNTY ESC	MATH COACH JILL KEL	1,575.00
V1000464	02/20/25	564	TRI COUNTY ESC	MATH COACH JILL KEL	2,100.00
V1000464	02/20/25	564	TRI COUNTY ESC	LEGAL SERVICES - 24	1,850.00
V1000465	02/20/25	10001046	WINGS OF CHANGE THE	TUITION FOR JW	5,250.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	CLOSED LINE ONE IN	730.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	MISC WELLNESS SUPPL	179.80
V1000466	02/21/25	900005	FARMERS NATIONAL BA	WALMART.COM COMFY C	(23.98)
V1000466	02/21/25	900005	FARMERS NATIONAL BA	TRACK CONFERENCE RE	92.91
V1000466	02/21/25	900005	FARMERS NATIONAL BA	FOOTBALL CONFERENCE	166.12
V1000466	02/21/25	900005	FARMERS NATIONAL BA	BASEBALL CLINIC REG	520.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	BASEBALL CLINIC LOD	206.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	TRACK CONFERENCE LO	1,242.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	PAYMENT FOR ARMSTRO	291.80
V1000466	02/21/25	900005	FARMERS NATIONAL BA	LUNCH FOR STAFF MEE	214.12
V1000466	02/21/25	900005	FARMERS NATIONAL BA	HOTEL ROOM FOR OAP	362.74
V1000466	02/21/25	900005	FARMERS NATIONAL BA	HILTON COLUMBUS/POL	324.70
V1000466	02/21/25	900005	FARMERS NATIONAL BA	TS4142 WIRELESS SYN	750.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	ESTIMATED SHIPPING/	41.00
V1000466	02/21/25	900005	FARMERS NATIONAL BA	HOTEL ROOM FOR WOM	834.63
V1000466	02/21/25	900005	FARMERS NATIONAL BA	LUNCH FOR DISTRICT	224.86
V1000467	02/28/25	900019	EDUCATION ASSOC OF	DED:7000 EAO DUES	3,615.21
V1000467	02/28/25	900019	EDUCATION ASSOC OF	DED:7001 EAO DUES	308.70
V1000468	02/28/25	900020	OHIO CHILD SUPPORT	7067302674	136.47
V1000468	02/28/25	900020	OHIO CHILD SUPPORT	7108523320	167.18
V1000469	02/28/25	900016	AFLAC	DED:7500 AFLAC	37.16
V1000469	02/28/25	900016	AFLAC	DED:7500 AFLAC	37.16
V1000470	02/28/25	10001364	AMERICAN FIDELITY A	DED:7504 AM FID	3,895.75
V1000470	02/28/25	10001364	AMERICAN FIDELITY A	DED:7505 AM FID	1,172.47
V1000470	02/28/25	10001364	AMERICAN FIDELITY A	DED:7504 AM FID	3,853.35
V1000470	02/28/25	10001364	AMERICAN FIDELITY A	DED:7505 AM FID	1,172.47
V1000471	02/28/25	999528	AXA EQUITABLE ROTH	DED:6600 AXAROTH	1,345.00
V1000471	02/28/25	999528	AXA EQUITABLE ROTH	DED:6600 AXAROTH	1,345.00
V1000472	02/28/25	900021	AXA EQUITABLE	DED:6502 AXA 457	5,798.25
V1000472	02/28/25	900021	AXA EQUITABLE	DED:6502 AXA 457	5,798.25
V1000473	02/28/25	900008	AXA EQUITABLE LIFE	DED:6001 AXA EQUIT	425.00
V1000473	02/28/25	900008	AXA EQUITABLE LIFE	DED:6001 AXA EQUIT	425.00
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	MAINTENANCE SUPPLIE	219.90
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	MAINTENANCE SUPPLIE	234.90
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	OPEN PO FOR OFFICE	56.53
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	OPEN PO FOR OFFICE	82.91
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	OFFICE SUPPLIES	87.89
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	SUPPLIES AND MATERI	37.40
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	ITEMS FOR STUDENT C	65.97
V1000484	02/27/25	10000678	AMAZON CAPITAL SERV	ITEMS FOR CARE ACTI	5.89
V1000485	02/27/25	10000159	BSN SPORTS LLC	GIRLS BASKETBALL UN	475.20
V1000486	02/27/25	8626	GENERAL MEDICAL DEV	AED UNITS	3,778.00
V1000487	02/27/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	49.03
V1000487	02/27/25	3137	GRAINGER INDUSTRIAL	MAINT SUPPLIES	382.68
V1000488	02/27/25	1693	HPS LLC	FREEZER RACK	525.69
V1000489	02/27/25	252	JOSTEN'S INC	GRADUATION	485.17
V1000490	02/27/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OHS	730.81
V1000490	02/27/25	10001337	MORAN HEATING AND C	HVAC REPAIRS OHS	942.41
V1000491	02/27/25	383	ORRVILLE PRINTING C	CHARACTER EDUCATION	206.00
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR HS	13,212.14
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR H	1,081.48
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR OMS	10,174.09
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR O	1,063.94

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V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR OES	9,750.66
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR O	1,327.30
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR BUS GA	507.88
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER FOR BUS GARAG	66.33
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC & WATER FO	188.51
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR FIELD	13.37
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR FIELD	107.25
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER & SEWER FOR F	53.53
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC FOR SOCCER	13.37
V1000492	02/27/25	379	ORRVILLE UTILITIES	WATER & SEWER MULTI	1,377.26
V1000492	02/27/25	379	ORRVILLE UTILITIES	ELECTRIC BOE	285.52
V1000493	02/27/25	415	QUILL CORPORATION	OPEN PO FOR OFFICE	37.00
V1000493	02/27/25	415	QUILL CORPORATION	OPEN PO FOR OFFICE	50.71
V1000493	02/27/25	415	QUILL CORPORATION	OPEN PO FOR OFFICE	126.72
V1000494	02/27/25	1080	STAPLES BUSINESS AD	OFFICE SUPPLIES	41.15
V1000495	02/27/25	564	TRI COUNTY ESC	PSYCHOLOGIST SERVIC	316.22
V1000496	02/27/25	10001561	USA CLEAN BY JON DO	MAINTENANCE SUPPLIE	174.19
V1000497	02/27/25	10000999	VOYAGER SOPRIS LEAR	ALO READING K-6 DIG	94.50

620,357.50

Book	Policy manual
Section	Issue 1 of 2025 March READY FOR OSBA
Title	Copy of Administering Medicines to Students
Code	JHCD
Status	
Adopted	September 20, 2001
Last Revised	November 16, 2023
Prior Revised Dates	10/21/2004, 08/18/2011, 11/19/2015

Administering Medicines to Students

Administering Prescription Drugs 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. A prescription **drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.**
2. 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.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. 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.
5. 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 prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription ~~prescribed~~ drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
8. ~~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.~~

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber.

Authorized employees may, in the course of their employment, administer over-the-counter drugs to students in accordance with procedures developed by the Superintendent/designee. Such procedures must at minimum require parental consent for administration.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

- 1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;**
- 2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;**
- 3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;**
- 4. emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;**
- 5. diabetes care provided in accordance with an order signed by a student's treating practitioner;**
- 6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and**
- 7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.**

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the dru

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (EpiPen~~epine~~) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen~~epine~~ extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen~~epine~~ is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student

performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

NOTE: *This policy must be accompanied by regulations formally adopted by the Board, which enumerate in more specific terms the requirements of Ohio Revised Code Section (RC) 3313.713.*

House Bill (HB) 70 (2024) requires districts to modify medication policy to address the authority of its employees, when acting in situations other than those addressed by provisions of State law, to administer over-the-counter drugs to students enrolled in the schools of the District. The policy may include provisions on the following:

- 1. Whether the District will authorize any employees, in the course of their employment, to administer any over-the-counter drugs to students;*
- 2. Whether the permission of the parent or guardian will be required before a District employee may administer an over-the-counter drug to a student. In light of changes from HB 8 (2024) districts should consider requiring such parental permission.*

Beginning July 1, 2011, HB 009 permits only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, to administer prescription drugs to students in school districts.

The law grants boards the continued authority to outright prohibit any employee, including licensed health professionals, from administering any prescription drugs to students, or to prohibit administration of drugs that require certain procedures, such as injections.

Students With Diabetes

HB 264 (2014), effective September 11, 2014, requires districts to ensure that each student with diabetes who is enrolled in the District receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician, and in accordance with State law. These requirements appear in RC 3313.7112, and include specific training requirements for nonlicensed health professionals who perform diabetes care tasks for such students — including administration of medications. Within 14 days of receipt of an order signed by a student's treating physician, the Board must inform the student's parent/guardian or other person having care or charge of the student that the student may be entitled to a 504 plan regarding the student's diabetes. If a student has a 504 plan, the specific provisions of State law may be integrated into this student's plan. However, there is no requirement that a student has to have a 504 plan to receive the necessary care outlined.

If the required statutory criteria are met, a student may manage his/her care within the classroom, and all other areas of the school, and possess the equipment and supplies necessary for this care. A student with diabetes must be permitted to attend the school to which he/she would be assigned if the student did not have diabetes, and care must be provided at the school in accordance with the provisions of RC 3313.7112.

A district cannot compel or require employees to complete the statutory trainings, and cannot discipline employees for refusing to be trained. HB 367 (2014) allows a board of education to contract with an educational service center (ESC) for a school nurse, registered nurse or licensed practical nurse employed by the ESC to provide diabetes care to students in the District.

Annually, by December 31, the District must report to the Ohio Department of Education and Workforce the number of enrolled students with diabetes during the previous school year, and the number of errors associated with administration of diabetes medication during the previous school year.

HB 33 (2023), effective October 3, 2023, requires public school districts and chartered nonpublic schools to create an individualized seizure action plan for every student with an active seizure disorder diagnosis. The new provision also includes training requirements for school staff on implementation of the plan and administration of prescribed seizure disorder drugs to students subject to an individualized seizure action plan. In addition to a written request from the student's parent(s), guardian(s) or other person(s) in charge of the student to have one or more prescribed seizure drugs administered to him/her, seizure action plans must also include drug information from the student's treating practitioner and any other component required by law.

Legal

[ORC 2305.23](#)

[ORC 2305.231](#)

[ORC 3313.64](#)

[ORC 3313.712](#)

[ORC 3313.713](#)

[ORC 3313.716](#)

[ORC 3313.718](#)

[ORC 3314.03](#)

[ORC 3314.141](#)

[OAC 3301-35-06](#)

Cross References

[EBBA - First Aid](#)

[JFCH/JFCI - Alcohol Use by Students/Student Drug Abuse](#)

Heartland Early Learning Programs 2025-26 Calendar

Aug						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	1
17	18	19	20	21	22	2
24	25	26	27	28	29	3
31						

Aug. 25-1st day for students

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

**Jan. 5-School Resumes
Jan. 19-No School/MLK Day**

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

**Sep. 1-No School/Labor Day
Sep. 8-No School/Fair Day**

Feb						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**Feb. 16-No School/
Presidents' Day**

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

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

**Mar 23-27-No
School/Spring Break**

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

**Nov. 27, 28-No School/
Thanksgiving Break**

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

**April 3-No School/Good
Friday**

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

**Dec. 1-No School/P-T
Conf.
Dec. 22-Jan. 2-No
School/Winter Break**

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

**May 21- Last Day
Celebration & Last Day for
Students**

PTO Back to School Bash Aug. 14, 6:30-8:00 pm

Open Houses
Aug. 21, 5:00-5:30 pm – 3-4-year-old class
Aug. 21, 6:00-6:30 pm –K-Prep class

First Day for Students
August 25

Parent/Teacher Conferences
Sep. 23, 4-7:30 pm – OES
Sep. 25, 4-7:30 pm – OES
Feb. 9, 4-7:00 pm – OES
Feb. 10, 4-6:00 pm – OES

Last Day for Students May 21

Board Approved 3/18/25



Heartland Early Learning Programs
 Program Location: Orrville Elementary School
 605 Mineral Spring St.
 Orrville, OH 44667
 330-682-1851



Ashley Millsaps, Preschool Director
orvl_amillsaps@tccsa.net

Elizabeth Wallace, Administrative Coordinator
orvl_ewallace@tccsa.net

Welcome to Heartland Early Learning Programs. This handbook contains information regarding our programs. It is very important that you read the handbook and refer to it as long as your child is enrolled in the programs. It will answer many questions you may have about our programs. However, if you require any additional help, our staff will be happy to assist you.

We are pleased that you have chosen to include us in the growth and development of your child. We look forward to educating your student.

Heartland Early Learning Programs

Who we are:

We are a school-affiliated early learning program for 3, 4 & 5 year olds. We provide a positive atmosphere to facilitate the social, emotional, character, intellectual and physical growth and develop early math and literacy skills, incorporating rhythm, movement and art skills. We build personal relationships that provide opportunity for future growth. The classes we offer are:



3 & 4-Year-Old Class: maximum capacity = 22, teacher/student ratio 1:11. Students must be 3 by August 1, and plan to enroll in the 3 & 4 year class again or in the K Prep class the next year. They will meet 4 days, M-Th from 8:50-11:20 am.

Kindergarten Prep Class: maximum capacity = 22, teacher/student ratio 1:11. Students must be 4 by August 1 and plan to enroll in Grade K the next year (On an individual basis the classroom teacher may recommend another year of K-Prep based on student data, growth, etc). We will meet 4 days, M-Th from 12:30-2:55 pm.

All students are encouraged to discover, create and become independent learners aware of themselves and how they are part of the world around them. We encourage play, social interactions and problem-solving skills.

We believe:

- Students should be valued as individuals
- Students should feel safe and supported in their environments
- Playing and talking are the ways in which young students learn about themselves and the world around them
- Learning should be meaningful and fun
- Students are actively engaged in learning
- Students learn through taking risks, making mistakes and celebrating success
- Learning should encompass multiple opportunities and experiences to meet diverse needs and interests of individual students
- The process of learning is as important as the end product
- Students develop their social, emotional, physical, and cognitive skills at differing rates
- Students need to develop a sense of responsibility for their own learning
- Parents are the first educators of children and have a vital part to play in the establishment of their student's learning environment

Goals of our early learning programs:

The most important goal of our program is to help students become enthusiastic learners. This means encouraging students to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. We want our students to become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in their developmental years, but all through their lives. We want each student to develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Heartland Early Learning Programs have chosen a curriculum that aligns with Ohio's Early Learning Content Standards and the needs of the individual children as a framework for developing lesson plans and daily activities. The early learning standards are aligned with Ohio's Kindergarten Standards that help teachers, students and families understand what is expected in kindergarten. The Heartland Early Learning Program learning experiences are established following these state standards.

Details of Ohio's Early Learning Content Standards can be found on the Ohio Department of Education website: www.education.ohio.gov

Daily activities and lesson plans will include:

- A balance of small and large muscle activities
- A balance of student-initiated and teacher-directed activities
- A variety of activities that motivate children to explore and learn through their play
- A variety of activities to support the development of social skills

Content areas include:

- Mathematics
- English Language Arts
- Science
- Social Studies



Learning and instruction experiences are provided with various learning centers. Centers may include, but are not limited to, the following: Literacy, Math, Writing, Art, Blocks, Dramatic Play, Science/Discovery, Large Motor, Fine Motor, Thematic, Water/Sand, Music/Movement, Cooking, etc.

Days and Hours of Operation

Heartland ELP Office, located at Orrville Elementary School, is open, during the school year, Monday-Friday from 8:00 am to 4:00 pm. Our school year begins August 25, 2025 and ends May 21, 2026. We follow the Orrville City Schools District calendar for all days off throughout the school year. A school year calendar will be given to you with enrollment paperwork before the start of the school year.

Class Times/Age Requirements

3 & 4-Year-Old Class – This class will meet Monday, Tuesday, Wednesday, and Thursday from 8:50-11:20 am. Students will enroll in the 3 & 4 Year-Old class again or the Kindergarten Prep Class the following school year. Students entering must have their third birthday by August 1, of the current year.

Kindergarten Prep Class – This class will meet Monday, Tuesday, Wednesday, and Thursday from 12:30–2:55 pm. Students must plan to attend Kindergarten the following school year. Students entering must have his/her fourth birthday by August 1 of the current year.

Admissions

Heartland Early Learning Program will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability. This would be a violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Student Enrollment Forms and Documents

The following documents are required to enroll a student in Heartland Early Learning Program:

Proof of Residency – this is used to verify you are a current resident within the Orrville School District. Examples are a rental statement, current utility bill, etc.

Birth Certificate – a certified copy of the child’s birth certificate. Certified copies can be obtained from the health department in the location of your child’s birth hospital. We will make a copy so you can retain the original. The Wayne County Health Department is able to issue Birth Certificates for any birth that occurred in Ohio.

Legal Documents – custody papers if applicable

Immunization Record – must be up to date on immunizations

Medical Statement – current physical examinations are **required** for admission. If your child is not due for a physical exam soon due to insurance policies, the most recent physical must be submitted with the understanding that an updated form will be required during the year. You have until September 25, 2025 to submit this form. If you are having trouble finding medical care for your child, The Viola Startzman Clinic provides medical care at no charge to low-income (up to 200% of the federal household poverty level) Wayne County residents.

Dental Form – similar to the medical statement, a dental form is needed as well. You have until September 25, 2025 to submit this form. Again, The Viola Startzman Clinic can help with service for low-income Wayne County residents.

Multi-Purpose Release Form – It is necessary to obtain the signatures of guardians in order to apply topical products, include names in a roster, and confirm that the handbook and bathroom usage statement has been read.

Tuition

Our early learning programs are funded partially by tuition. Tuition is not refundable, with exceptions made only in circumstances approved by the Superintendent of Orrville City Schools. Checks are to be made payable to OES and should be mailed to 605 Mineral Spring St, Orrville, OH 44667. A receipt will be provided as your proof of payment, should a question arise.

Tuition payments are due on the 25th of each month, beginning in August (for the month of September) and ending in April (for the month of May). Please do not send cash through the mail. Do not give your payment to the Director or other staff members. Please see the Director, Administrative Coordinator or call the office if you have a problem paying tuition on time.

PRE-SCHOOL FEE SCHEDULE based on GROSS ANNUAL HOUSEHOLD INCOME

MONTHLY	\$10	\$20	\$35	\$50	\$80
YEARLY	\$90	\$180	\$315	\$450	\$720
	130	140	155	170	185

Household

2	below	25634	25634	28380	28381	31126	31127	33873	33874	and above
3	below	32242	32242	35696	35697	39150	39151	42605	42606	and above
4	below	38850	38850	43012	43013	47174	47175	51337	51338	and above
5	below	45836	45836	50746	50747	55657	55658	60568	60569	and above
6	below	52066	52066	57644	57645	63222	63223	68801	68802	and above
7	below	58674	58674	64960	64961	71246	71247	77533	77534	and above
8	below	65282	65282	72276	72277	79270	79271	86265	86266	and above

Daily Schedule

The daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for students. We want them to view our school as a safe and comforting place, where they know what to expect and when.

Sample Schedule for 3 & 4-Year-Old class:

Arrival/Circle Time

During this time, some examples of activities may be songs, story time, or language arts activities. Calendar, weather, etc.

Indoor/Outdoor Gross Motor

Learning Stations

Examples of areas that students may choose from are: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Math, Language Arts, Book Corner, etc. During Learning Stations, the teacher will have the opportunity to work with individual children in small group time to better meet their individual goals and needs.

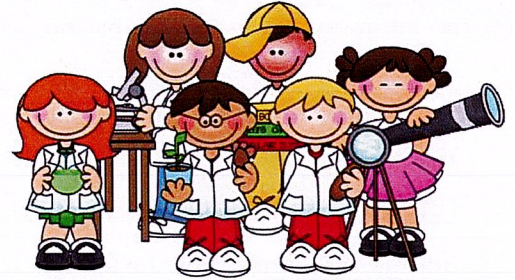
Clean Up Time

Snack

Closing Circle Time

During this time, some examples of activities may be goodbye songs or music and movement activities.

Dismissal



Sample Schedule for Kindergarten Prep class:

Arrival/Morning Circle Time

During this time, some examples of activities may be morning songs, story time, or language arts activities. Calendar, weather, etc.

Indoor/Outdoor Gross Motor

Snack

Learning Stations

Examples of areas that students may choose from are: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Math, Language Arts, Book Corner, etc. During Learning Stations, the teacher will have the opportunity to work with individual children in small group time to better meet their individual goals and needs.

Clean Up Time

Closing Circle Time

During this time, some examples of activities may be goodbye songs or music and movement activities.

Dismissal

Outdoor Play

Our early learning program classes may use the playground when weather permits for some of their gross motor times. No student will go outside if the weather, including the wind chill, is less than 20 degrees or more than 90 degrees, including humidity. If at any time, the teacher does not feel that it is in the best interest of the students to go outside, the teacher may decide to remain inside. The classroom or large group area will be used during these times.

Snacks

All programs will have daily snacks. The school will provide a snack and drink each day. Snack menus will be posted in each classroom on a weekly basis. Healthy snacks such as the ones listed are preferable.

Drinks – 100% juice, milk, small bottles of water

Snacks – crackers (graham crackers, Ritz crackers, saltine crackers, animal crackers, goldfish crackers, etc.), pretzels, bagels, fresh fruit, fresh vegetables, fruit snacks, microwave popcorn, Chex mix, string cheese, yogurt, cheese slices

Because of the increase in food allergies that are present, all snacks sent to school must be in their original packages.

Parents of students with food allergies or special needs should confer with the Director and their child’s teacher to develop a Child Care Plan for Health Conditions or Medical Procedures (JFS-01236). As a precaution, all food allergies will be posted in the classroom. If your child requires a modified diet, a physician must provide written instructions, whether by need or by choice. All instructions must be in writing and reviewed with staff. Foods listed as allergies on health/medical forms will require a physician care plan form and an Administration of Medication form. If it is not a physician stated allergy, but sensitivity to certain foods you have noticed, please list it as such. Food allergies will be posted in the classroom.



All Early Learning Programs at Orrville City Schools are ‘Nut Sensitive’. This means that no food item may be brought into the classrooms that contains any type of nut or has been produced on machinery that may have processed a nut product.

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. Only 100%, undiluted fruit or vegetable juice shall meet the fruit or vegetable requirement for meals or snacks. Please note that fruit snacks do not count as a fruit unless they contain 100% fruit, not just 100% vitamin C.

Snack Serving Size Information

Snack

Food Components	Ages 3-5
1 milk Fluid milk (low fat or skim)	½ cup
1 fruit/vegetable Juice, fruit and/or vegetable	½ cup
1 grains/bread Bread or Cornbread or biscuit or roll or muffin or Cold dry cereal or Hot cooked cereal or Pasta or noodles or grains	½ slice ½ serving 1/3 cup ¼ cup ¼ cup
1 meat or meat alternate Meat or poultry or fish or Alternate protein product or Cheese or Egg or Cooked dry beans or peas or Yogurt	½ oz. ½ oz. ½ oz. ½ 1/8 cup 2 oz.
*round foods such as grapes, hot dogs, or cherry tomatoes must be cut in half lengthwise.	



Separation/Transitions

The first few weeks of class will probably produce some anxiety for you and your child. Your child will appreciate your loving reassurance that you will return at the appointed time. Our teachers are empathetic to your feelings and to your child's feelings. Our staff is trained to be alert and aware of your child's reactions to his/her environment and will make every effort to help them adjust as easily as possible. Tears will usually only last a few moments.



School Closings

Heartland Early Learning Programs follow the Orrville City Schools schedule for inclement weather delays and closings. Parents will receive an automated phone call to the main phone number in our student information system. In addition, you may also check the following radio and television stations:

WKYC TV CH.3/NBC
FOX8NEWS

WEWS TV CH.5/ABC
WQKT 104.5 FM

WOIO TV CH.19/CBS
WQMX 94.9 FM

Unless you receive a phone call, hear or see the closing on one of these stations, school will be in session as usual. **Please refrain from calling the school to inquire about closings**, as we need the phone lines to communicate and make decisions. The 3 & 4-Year-Old class will be cancelled in the case of a 2 Hour delay.

Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our effort is to keep you as fully informed as possible.

Emergency Procedures

Fire Drill:

Students are to locate all fire exits and familiarize themselves with the safe areas of the building in case of a fire alert. The fire alarm will be sounded in case of a fire in the building. Students are expected to be quiet during the alarm and follow all directions given by their teacher. Students are not to re-enter the building as long as any lights are still flashing. Fire drills will be practiced in accordance with Ohio Revised Code.

Tornado Drill:

In the case of a tornado alert, the warning will be given. Once again, students must remain quiet and follow all directions given by their teacher.

Lockdown Drill:

Lockdown drills will be practiced, and by state law, one drill will include local law enforcement officials. All doors will remain locked until the completion of the drill. Students will remain quiet at all times. Only directions given by school personnel and/or safety personnel will be followed.

All emergency drills will be practiced at various times throughout the year!

Health Services

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year, or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or is in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code.

The State Department of Education and the Ohio Department of Health requires each child before entering school to have the required number of Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (chicken pox) immunizations according to their age.



Lice Policy:

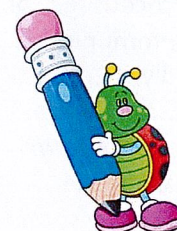
Students found with live lice will be excluded from school and required to receive suitable treatment at home immediately. The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that are infested with live lice will be checked in 7-10 days from initial treatment.
7. In case of chronic, repeated infestations, the student may be rechecked as often as needed.

Communicable Diseases:

Please notify the school if your child is absent with a communicable disease so we may alert other parents. A notice to parents or guardians will be provided when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease. Any student suspected of or reported to have a communicable disease is to be examined by the student's physician. Upon the recommendation of the physician, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Re-admission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well, has not had a fever for 24 hours, and cough and drainage are not profuse
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4 F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling, weeping blisters on hands
9. **Head Lice:** Excluded from school until after pesticide treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication
17. **Hepatitis:** Physicians note required.
18. **Measles:** Exclusion for 4 days after rash appears or until sores are dry.
19. **Mumps:** Exclusion for 5 days after swelling is gone.



The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. Parents should not send any child to school with these symptoms:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis
 - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or grey or shite stool
 - i. Stiff neck
 - j. Evidence of lice, scabies, or other parasitic infestation
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The director and the parent or guardian shall determine whether the child should be discharged immediately or at some other time during the day. The child, while isolated at the program shall be carefully watched for symptoms listed above as well as the following:
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty in swallowing
 - c. Elevated temperature
 - d. Vomiting
4. A child isolated due to suspected communicable disease shall be:
 - a. Cared for in a room or portion of a room not being used in the preschool program;
 - b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - d. Observed carefully for worsening condition; and
 - e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
5. Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
 - a. The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - b. Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - c. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
 - d. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in # 2 and #3 above of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in #2 and #3 above.
 - e. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.
6. The "mildly ill" child who is experiencing minor symptoms and does not feel well enough to participate will be able to rest in the classroom.
7. All staff members will receive training in recognizing the signs and symptoms of communicable disease and in hand-washing and disinfecting procedures. This training will be acquired either through an approved course (e.g. Red Cross) or by someone who has been trained in an approved course.



8. A communicable disease chart will be posted in each classroom to assist the staff and parents in identifying these illnesses.
9. There will be at least one staff member present at all times who has received training in communicable disease recognition. Each day in the classroom, the teacher or teaching assistant will complete an observational health check on all children as they arrive to class.

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following: Prior to dispensing any type of medication, written permission must be received from the parent(s) and physician of the student and shall include:

1. **All** medications must have a Medication Administration form (also available on-line) filled out & signed by the physician and parent indicating the exact dispensing instructions.
2. Medication Administration forms must be completed for each school year regardless of life-long medication usage.
3. A Dispensing of Medication Form is attached to the registration packet.
4. A written record or log including the dosage, date, and time that the medication was administered shall be maintained for one year when medication is dispensed to a child.
5. New Medication Administration forms must be completed & signed (if prescription) when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
6. **Each** medication must have its own Medication Administration form. Medication cannot be combined on the same Medication Administration form.
7. The medication must be received from an adult (**students may not bring medication**) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. Any medication tablets that must be split needs to be done prior to the school receiving the medication.
8. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.



OHIO Department of Medicaid Information

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening (FOR-OHIOANS/Programs/Lead); and
- Other services as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services as well.

Attendance

All students enrolled in Heartland Early Learning Programs should be in regular school attendance. Regular school attendance shall be defined as participation of all activities assigned to a student during specified school hours when classes are being conducted. The only tardiness or absence from these required activities that will be excused is that provided for in Ohio Law and confirmed by parents or by the legal guardian. Reasons for which students may be excused include, but are not limited to:

1. Personal injury
2. Illness in the student's family
3. Death of a relative
4. Quarantined for contagious disease
5. Observance of religious holidays or
6. Emergency set of circumstances judged as sufficient cause by the school.

Parents are asked to call the school @ (330) 682-1851, no later than one hour after the start of the school day to report their child absent.

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student is requested to bring a note written and signed by the parent prior to the vacation.

Positive Discipline Policy

Discipline is the process of encouraging children to learn to control themselves. Discipline is setting limits and correcting misbehavior. Discipline also is encouraging children, guiding them, helping them feel good about themselves, and teaching them how to think for themselves. A staff member in charge of a child or group of children shall be responsible for their discipline.

The goals of the positive discipline approach used at Heartland Early Learning Programs are to help children:

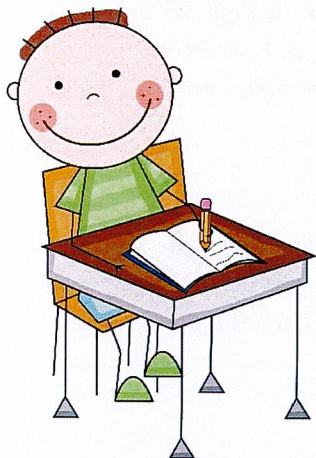
- Learn to make good choices
- Learn problem-solving skills
- Learn to show character by following the OCS Character Words of the Month

The following is a list of practices consistent with these goals:

1. The prevention of problems is an important aspect of discipline in the early learning program classroom. Staff regularly evaluates the classroom environment for the prevention of discipline problem areas.
2. Staff carefully plan developmentally appropriate activities and routines so that the individual and developmental needs of each student can be met.
3. Positive discipline involves establishing rules. The staff sets appropriate guidelines for behavior, which ensures order and sets boundaries for interactions.
4. Redirection of a student's attention to get them involved with something else.
5. Give students choices whenever possible. This shows them that we respect and trust in their abilities to make decisions and to have control over their behavior.
6. The positive actions of the students are noticed, encouraged, and praised.
7. Students are given ample warning before changing activities.
8. Students are taught problem-solving by examining what has happened and searching for possible solutions with staff members.
9. When disciplining, the staff is positive and considers the student's age, experience, understanding, developmental needs, home environment, etc.
10. When confronted with negative behavior, the staff follows the philosophy of "loving firmness". The student is treated with respect and love and separated for the rejection of the negative behavior.
11. Students experiencing difficulty are removed from over stimulating situations and given time to calm down or gain control in a quiet, more private space.
12. If the student demonstrates behavior that requires frequent extra attention from the staff, we may choose to develop and implement a behavior management plan.



13. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
14. Our programs methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - No discipline shall be delegated to any other child.
 - No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - Techniques of discipline shall not humiliate, shame, or frighten a child.
 - Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
 - Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
 - The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.
15. Total disregard for classroom discipline, lack of improvement in a child's behavior or endangering the safety or well-being of other students may result in suspension from school for a period of time to be determined by the director. A suspended student loses all rights and privileges of enrollment during the period of suspension. No tuition will be refunded for school time missed due to suspension. Referral to guidance counseling, psychological or social agencies may be suggested.



Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each student entrusted to our care. Staff is alert to the safety needs of their students, anticipates possible hazards, and takes necessary appropriate precautionary and preventative measures. No child shall ever be left alone or unsupervised.

Arrival: Staff members will be at the classroom door before the beginning of class. Parents are required to bring their children to entrance Door #2 of Orrville Elementary School for arrival time where they will be greeted and acknowledged by the teacher. Any special messages, pick up notes, etc. can be given to the teacher at that time. Students may not be dropped off at any other entrance of the building or be sent inside alone. Staff must be made aware of each student's presence before parent departs. Please do not leave other children in the car unsupervised.

Dismissal: Parents will walk to entrance Door #2 of Orrville Elementary School at dismissal time not using the car line. Students will not be released to anyone under the age of 18 unless special arrangements have been made through the director. Staff will release students only to those persons listed on the registration form. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a photo ID.

Teachers must maintain the teacher/child ratio at all times. Therefore, if you have a question that you would like to discuss with the teacher, please be prepared to stay until all children have departed from the classroom. Teachers are not able to meet with each individual parent during arrival/dismissal time.



Class Parties and Other Special Events

Heartland Early Learning Programs will celebrate the following: Fall Harvest, Winter Holiday, and Valentine's Day.

Field Trips

Field trips are designed to extend learning that occurs in the preschool classroom. Permission slips are required for all field trips or child will not be permitted to attend. Identification tags will be attached to each child when appropriate. A first aid kit will be taken on each trip away from the school. A person trained in first aid shall accompany the children on any field trip. Emergency Medical Authorization forms will be taken along on the trip.

Communication Between Home and School

You may communicate with your student's teacher via notes, telephone, email and/or conferences. Your student's teacher will return telephone calls when class is NOT in session. It is very important that you check your student's backpack each day for notes and/or forms from the teacher. Parent/Teacher conferences will be held twice a year; one in the fall and one in the spring.

Parental Participation

Parents may visit the classroom after reporting to the main entrance. In the event additional information about the preschool is needed or there is a need to express concerns, discuss rules and regulations as stipulated by the State Department of Education, obtain copies of inspection reports of the program, and/or file a complaint, please contact the director of the program as identified on the cover of this handbook. In the event that the director of the program does not address your concerns, please contact: Dr. David Toth, Superintendent, Orrville City Schools at 330-682-4816.

Classroom Licensing

All classrooms are licensed by the Ohio Department of Education and are inspected annually. Licenses and related paperwork are posted in each classroom and may be viewed by parents. Additional license information can be requested by contacting the program director at 330-682-1851.

Dress Code

Students are encouraged to wear washable and comfortable play clothes and tennis shoes. Remember that we do provide dirt, sand, mud, paint, and glue; all of those messy things so loved and needed by young developing minds. Please label outer garments and other possessions (backpacks, extra clothing, etc.) with your child's name. We play outside or in the room every day. Jewelry can cause problems (with hand washing, breaking, getting lost, etc.) and is dangerous on the playground so please leave it at home.

Extra Clothing

Accidents occur, spills happen. Please provide one extra set of clothing (changed seasonally) to be stored in your child's classroom. The extra clothing should include underwear and socks. Please put these items in a zip lock bag with your child's name on the outside of the bag AND on each additional clothing item inside.

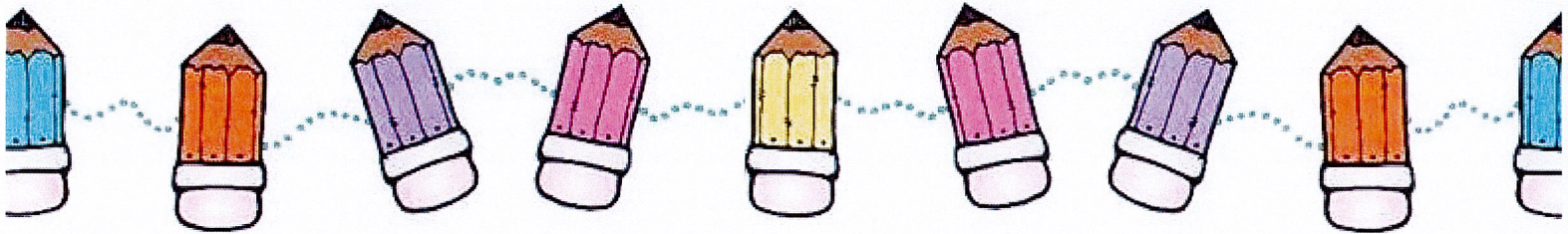
Toys

Heartland Early Learning Programs provides the students with ample equipment and toys and therefore, asks that students do not bring toys to school (the exception to this rule is when it is your child's "special day"). On that day, your child may bring an item to share with the class; however, we ask that no toy guns or other toys of destruction be brought to school. We are not responsible for lost or broken toys.

Backpacks

Students should bring a backpack to school each day. Parents should inspect backpacks daily before leaving for school to verify no toys, weapons, electronic devices, or medications (including lip balms, sanitizers, and lotions) are in the backpack.

Have a wonderful school year!



About Our School

Our Philosophy: Our goal is to facilitate each child's learning and to realize his or her full potential by emphasizing social, physical, mental and academic development through hands-on engaging experiences.

Our Curriculum: The Program has adopted the Creative Curriculum which is aligned to Ohio's Early Learning Content Standards. Daily activities and lesson plans will include:

- A balance of quiet and active activities
- A balance of child-initiated and teacher-directed activities
- A variety of activities that motivate children to explore and learn through their play
- A variety of activities to support the development of social skills

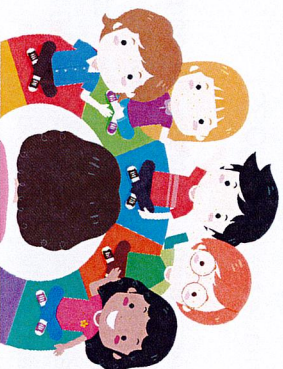
Curriculum areas include:

- Social-Emotional Development
- Approaches to Learning
- Cognitive Development and General Knowledge (including math, science and social studies)
- Language and Literacy Development
- Physical Well-Being and Motor Development



**HEARTLAND
EDUCATION
COMMUNITY, INC.**

HEARTLAND EARLY LEARNING PROGRAMS



Ashley Millsaps, Director

Located at Orrville Elementary School

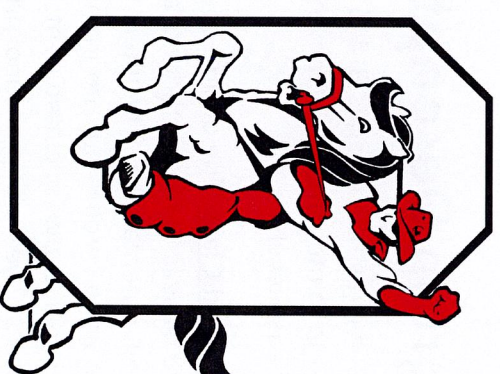
605 Mineral Springs Street

Orrville, OH 44667

330-682-1851



Heartland Early Learning Programs



2025-2026



**HEARTLAND
EDUCATION
COMMUNITY, INC.**

Early Learning Programs

Complete application required via Final Forms platform

- Available April 8, 2025.
- Online application and paperwork due May 30, 2025 to OES or BOE office.
- Enrollment notification no later than June 28, 2025.

Program Description

We are serving students ages 3-4-5 in a 2 class design to meet the developmental needs of each level

3 & 4 Year Old Class: The design of our 3 & 4 year old class is to reach students at an early developmental age. The intent is for our students to enroll in our programs the following year, allowing our students to experience 2-3 years of preschool prior to Kindergarten. Students must be 3 by August 1, 2025. They will meet M-Th from 8:50-11:20 am. Maximum capacity = 22; teacher/student ratio 1:11.

Kindergarten Prep Class: Students must be 4 by August 1, 2025 and will enroll in Kindergarten the next year (see handbook for individual recommendations regarding repeating the K-Prep class). We will meet 4 days, M-Th from 12:30-2:55 pm. Maximum capacity = 22; teacher/student ratio 1:11.



Important Information

- 1st student day for classes will be August 25, 2025
- After the 1st day, calendar follows Orrville City Schools (excluding Fridays). The last day is May 21, 2026 for all programs.
- Monthly fees (income-based rate between \$10.00-90.00) are due no later than the 25th of each month, or can be paid semi-annually/annually. All fees will be accepted at OES and made payable to OES.
- Arrival and dismissal for parent transport will be at Door #2, near the OES office. Parents are asked to park in the parking lot and walk to the door when dropping off or picking up students.
- Open House: August 21, 2025
3 & 4 Year Old Class: 5:00-5:30
Kindergarten Prep Class: 6:00-6:30
- *ALL students must be potty trained and must live in the Orrville City Schools district.

Daily Schedule Sample:

3 & 4 Year Old Class:

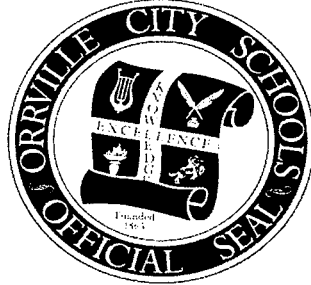
Arrival/Circle Time
Learning Stations
Indoor/Outdoor Gross Motor
Snack
Clean Up Time
Closing Circle Time
Dismissal

K Prep

Arrival/Circle Time
Learning Stations
Indoor/Outdoor Gross Motor
Snack
Clean Up Time
Closing Circle Time
Dismissal



WELCOME TO ORRVILLE HIGH SCHOOL



MISSION STATEMENT

The mission of the Orrville High School in partnership with parents and the community is to raise expectations, instill character, and challenge all students to become positive, productive citizens.

ORRVILLE HIGH SCHOOL BASIC BELIEFS

- Students are the primary contributors to their own educational development.
- Students are entitled to a quality education in a safe environment that enhances learning.
- Student achievement can be attained when effective curriculum is aligned with quality teaching, quality assessment practices, and quality learner effort.
- Student education includes a foundation on Character Education.

RED RIDER RULES

RESPECT YOURSELF

- Take care of yourself.
- Be drug free.
- Be honest in word and action.
- Be wherever you are supposed to be on time.

RESPECT OTHERS

- Be weapon free.
- Let others learn, minimize distractions.
- Follow instructions.
- Treat other people the way you would want to be treated.

RESPECT PROPERTY

- Treat school property with care.

SAFE SCHOOL HELPLINE

844-SaferOH – Ohio’s new school safety tip line – gives students, parents, teachers and school administrators a way to *anonymously* report student safety threats to school officials and law enforcement officers – whether they involve a potential incident of mass violence, a suicide threat or the bullying of a single student.

Research shows that in 81 percent of violent incidents in U.S. schools, someone other than the attacker knew something but didn’t report it for fear of being identified. This is why Gov. Kasich asked Ohio’s law enforcement and education leaders to establish the confidential SaferOH tip line.

The tip line will serve your community 24 hours a day, whenever a student or concerned adult senses a threat to student safety. **The call center guarantees the anonymity of the person who calls or texts.** Tip line workers may ask for additional information, but the one who calls or texts may remain anonymous or leave contact information for follow-up. **Trained professionals at Ohio Homeland Security’s Threat Assessment and Prevention (TAP) unit answer all calls and texts to 844SaferOH.** When action is needed, TAP staff immediately forward information to the school staff member you designate. Local law enforcement agencies or others may be notified, if the situation warrants. Tip line staff will follow up quickly with the affected school and law enforcement agencies to make sure the incident was investigated and the outcome was tracked.

The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support.

Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education has zero tolerance for and will not tolerate violent, disruptive or inappropriate behavior by its students.

A student’s conduct while attending Orrville City Schools and/or the WCSCC is expected to be of such a nature to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education - both curricular and extracurricular. A violation of the following rules may result in disciplinary action including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as disciplinary alternative). No student shall be admitted during the period of his/her expulsion from another school.

- Rule 1. Violation of federal or state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bring) of a firearm or knife on school property, in a school vehicle, or to any school sponsored event (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon). The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.
- Rule 2. Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illegal drugs.
- Rule 3. Contributing to and encouraging disruptive behavior, including, but not limited to fighting. ○
- Rule 4. Creating a disturbance. ○
- Rule 5. Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors, and other employees of the district. ○
- Rule 6. Intentional, negligent or careless defacing, damaging or desecration of school or private property.
- Rule 7. Intentionally giving incorrect information to faculty, staff or other employees of the district.
- Rule 8. Gambling.
- Rule 9. Use and/or possession of tobacco in any form, including alternative nicotine devices.
- Rule 10. Intimidation of faculty, staff, employees, visitors or students of the district.
- Rule 11. Use of profane or vulgar language or gesture to faculty, staff, employees, visitors or other students of the district.
- Rule 12. Theft
- Rule 13. Cheating.
- Rule 14. Truancy.
- Rule 15. Tardiness.
- Rule 16 Leaving school property or any assigned educational location prior to specified dismissal time without official permission.
- Rule 17. Inattention in class, study halls or assemblies.
- Rule 18. Throwing food, liquids, or any article in the cafeteria.
- Rule 19. The unauthorized throwing of any object, including snowballs.
- Rule 20. Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, 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 fireman muffler or firearm; silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge 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 sharp blade fastened to a handle. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion.

- o Rule 21. Commission of an immoral act.
- o Rule 22. Willful violation of the student responsibilities as established by the Orrville Board of Education. o
- Rule 23. Wrongly discharging an alarm system.
- o Rule 24. Failure to pay tuition or other approved charges.
- o Rule 25. Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day, or during school activities.
- o Rule 26. Failure to serve assigned detentions.
- o Rule 27. Hazing and/or sexual harassment.
- o Rule 28. Public display of affection.
- o Rule 29. Being in an unauthorized school area.
- o Rule 30. Lack of preparation and materials.
- o Rule 31. Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video and technology.

DETENTION

Detentions may be assigned and administered by the regular classroom teacher or administration. Detention duration (30 minutes to 1 hour) and time (before school, after school, or during lunch) will be determined by the teacher or administrator. Failure to serve detention will result in further disciplinary action.

ALTERNATIVE PLACEMENT (AP) or IN-SCHOOL RESTRICTION (ISR)

Parents will be notified of AP or ISR (an alternative to out-of-school suspension) assignments by phone when possible.

OUT OF SCHOOL SUSPENSION (OSS):

- 1) OSS will be administered by principal/designee.
- 2) No OSS will exceed 10 days.
- 3) The student will be given written notice of intention to suspend and the reasons why.

- 4) The student will have the opportunity to appear at an informal hearing before the principal/designee and has the right to challenge the reasons for intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
- 5) Written notification of a suspension will be mailed or otherwise presented to the parent, guardian, or custodian of the student and treasurer of the board within 24 hours of the suspension. Appeals to OSS may be made to the superintendent or his designee.
- 6) During an OSS the student shall not be permitted on school grounds, to participate in extracurricular activities, or attend any home or away events sponsored by the Orrville School District.
- 7) During OSS the student will be responsible for all work missed. Students will be responsible to request assignments from the teachers during suspension. All missed assignments are due the day the student returns to school from an OSS. Students will be given full credit for work turned in at this time. Credit for late work turned in after their return will up to the discretion of the teacher. It may not be possible to make up class participation activities. Upon returning, the student must make arrangements with their classroom teachers to complete any tests or quizzes.

EXPULSION

1. Expulsions will be administered by the superintendent.
2. The superintendent will give the student and his parent or guardian written notice of the intended expulsion and reasons for the intended expulsion. The student and parent or guardian will have the opportunity to appear before superintendent or his designee to otherwise explain the student's actions.
3. Written notice of an expulsion will be mailed or otherwise presented to the parent, guardian or custodian of the student and treasurer of the board within 24 hours of the expulsion.

During an expulsion, the student shall not receive credit for, or be permitted to make-up class work missed. During the expulsion, the student shall not be permitted on any school grounds or attend home or away events sponsored by the Orrville School District.

EXPULSION AND SUSPENSION APPEAL TO BOARD

1. A student, or his parent or custodian, may appeal his expulsion or suspension by a superintendent or principal to the board of education or to its designee. Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record is required.
3. Procedures for the hearing to follow will be set by the board of education.
4. Formal action to affirm, vacate or modify the disciplinary action, on the appeal will be taken in public session.

5. The decision of the board may be appealed to the Court of Common Pleas under O.R.C. 2506.

CELL PHONES/ELECTRONIC DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of the Orrville City School District has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen Orrville's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

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

II. Applicability

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

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

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

A student may use a cell phone to monitor or address a health concern.

- 1st Offense: Student will be warned and device will need to be put away.
- 2nd Offense: Cell phone will be confiscated and student will receive 1 detention. Parent contact, phone picked up at end of the day.
- *3rd Offense: Cell phone will be confiscated and student will receive 3 detentions. Parent contact, parent picks phone up at end of the day.
- 4th Offense: Cell phone will be confiscated and student will receive 1 day ISR. Parent contact, parent picks phone up at end of the day.
- 5th Offense: Cell phone will be confiscated and student will receive 3 days ISR. Parent contact, parent picks phone up at end of the day.

***After the 3rd Offense, student will be required to turn the phone into the office at the beginning of each school day, and may retrieve it at the end of the day.**

STUDENT DRESS CODE

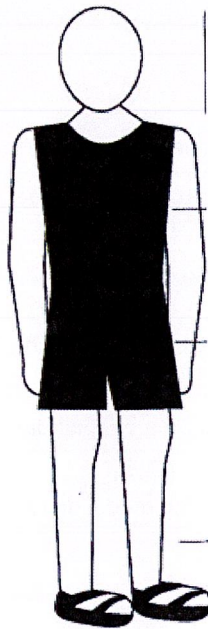
All teachers will assist in enforcing the dress code as adopted by the Board of Education. First period teachers will send all referrals to the office.

Students in violation of the dress code will be required to change clothes. Multiple referrals will be considered insubordination.

1. Dress and Grooming – see diagram below
 - TORSO: Clothing must cover stomachs, backs, shoulders, chests, and undergarments
 - LEGS: Shorts, skirts, and dresses must be fingertip lengths. Undergarments must be covered.
 - FEET: Footwear must be worn at all times and be appropriate for the activity
2. Students should be clean and neat in person, wear school appropriate clothing at all times and hair should not cover the face.
3. The student council, or other school organization, may periodically request a theme or spirit day through the administration.
4. Some departments (e.g., Industrial Technology) may enforce more rigid dress and grooming regulations due to safety concerns within the lab.
5. Attire that has alcohol/drug/tobacco-related connotations, obscene material, or offensive, discriminating references will not be permitted.
6. Hats, bandanas/head coverings, ear wraps, hoods, and sunglasses are not permitted to be worn by male or female students during the school day.
7. No undergarments will be showing (male or female) whether standing or sitting.
8. Pants must be worn at the waist at all times and be free of excessive rips or tears.
9. Any other clothing or accessory deemed inappropriate by administration can result in dress code violation.

Dress and Grooming

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while at school



TORSO: Clothing must cover stomachs, backs, shoulders, chests, and undergarments

LEGS: Shorts, skirts, and dresses must be fingertip lengths. Undergarments must be covered.

FEET: Footwear must be worn at all times and be appropriate for the activity.

JUNIOR/SENIOR PROM

The Junior/Senior Prom is open to all OHS students above the rank of Sophomore. OHS Juniors and Seniors may invite an OHS alumnus or a friend from another school who is above the rank of Sophomore or a current freshman or sophomore attending OHS. Administrative approval is required for non-OHS students to attend. Guests may not be older than 20 years of age on the date of the prom.

The following dance regulations will be in effect immediately in an effort to make dancing more school appropriate. Failure to follow these regulations could cause you to be removed from the activity without a refund.

1. All purses/bags are subject to searches.
2. No food or drink from the outside will be permitted.
3. All songs played by the DJ will be pre-approved. No requests will be allowed during the dance.
4. Both school personnel and parents serving as chaperones have the authority to remove a student from the dance.
5. Students and guests are reminded that the OHS Code of Conduct is in effect at all dances.

STUDENT ACADEMIC GUIDELINES & PROCEDURES

HONOR ROLL

There are three honor groups announced each nine-week grading periods:

First Honor Group	4.0000 G.P.A.
Second Honor Group	3.5000 – 3.9999 G.P.A.
Third Honor Group	3.0000 – 3.4999 G.P.A.

Students with incompletes at the end of a nine-week grading period will not be considered for the honor roll.

NATIONAL HONOR SOCIETY

Any student in grades 11 and 12 in Orrville High School is eligible for consideration for membership in the National Honor Society. All membership selection is handled through the school's faculty council. NHS is more than just an honor roll. Our NHS chapter establishes rules for membership based upon a student's outstanding performance in the areas of scholarship, character, leadership, and service. These four criteria for selection form the foundation upon which our organization and its activities are built.

To show enthusiasm toward scholarship, a student must have a 3.6 cumulative GPA or higher to be considered for membership by the faculty council. Displaying character, another pillar of NHS, is shown through cooperation, honesty, reliability, respectfulness, and high standards of morality. Student leaders, another requirement for membership, are those who are resourceful promoters of school activities, idea-contributors, and a person who exemplifies positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others. The final purpose of NHS is to stimulate a desire to render service. Service, the most important pillar, is defined through voluntary contributions made by the student to the school or community, done with a positive, courteous, and enthusiastic spirit.

THE FOLLOWING ITEMS CAN BE FOUND IN THE BOARD-APPROVED COURSE DESCRIPTION HANDBOOK:

- **GRADUATION REQUIREMENTS**
- **NCAA CLEARINGHOUSE**
- **HONORS DIPLOMA**
- **EARLY GRADUATION REQUIREMENTS**
- **SCHEDULE CHANGES**
- **COLLEGE CREDIT PLUS & WAYNE COUNTY SCHOOLS CAREER CENTER**

ACADEMIC DISHONESTY

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the Orrville City School District. Cheating and plagiarism are forms of Academic Dishonesty which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. **Cheating** is the act of obtaining or attempting to obtain credit for academic work (papers/essays, projects, tests/quizzes) through the use of any dishonest, deceptive, or fraudulent means.

Some specific examples of intentional plagiarism and cheating include but are not limited to the following:

- Using pre-written papers from the Internet or other sources.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit.
- Cutting and pasting to create a paper without quoting or giving credit.
- Using Cliff's Notes or a similar source without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to write the paper or do the work.
- Presenting a technology-based foreign language translation as one's own work.
- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, if contrary to the rules of either course.
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source.

When in doubt, students must check with their teacher or writing lab monitor.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

CONSEQUENCES: Before any formal action is taken against the student for the alleged violation, the student will be afforded due process.

Parents will be informed at each step of the process.

In cases of **Intentional Plagiarism and Cheating**:

1. For the first offense, the student will receive an F on the assignment. The student will be provided appropriate intervention and an entry will be placed in Discipline Tracker.

2. For the second offense, the student will fail the course for the grading period, a notation will be placed in the permanent record, and the student will be considered insubordinate and receive the appropriate consequences.
3. For the third and subsequent offenses, the student will fail the course for the semester.

In cases of **Unintentional Plagiarism**: The student may opt for one of the following:

1. Redo the assignment within teacher guidelines for a reduction of no more than one letter grade for the assignment.
2. Receive an F on the assignment.

Subsequent offenses will constitute insubordination, therefore requiring disciplinary action. Although daily homework and in-class assignments are not covered under this policy, it does not negate the seriousness of cheating in any circumstance. Each teacher will have a policy about dealing with any other occurrences of cheating. Teachers will record these infractions through the building-wide Discipline Tracker. Repeat violations may result in further consequences.

ARTIFICIAL INTELLIGENCE

This policy outlines the responsible and ethical use of Artificial Intelligence (AI) tools and technologies within the Orrville Schools learning environment. AI is rapidly evolving and offers valuable opportunities for learning and innovation. However, it is crucial to establish clear guidelines to ensure its appropriate and equitable use. This policy applies to all students, faculty, and staff.

I. Definition of AI Tools:

For the purpose of this policy, AI tools include but are not limited to:

- **Generative AI:** Tools that create text, images, audio, or video based on prompts (e.g., large language models, image generators).
- **AI-powered learning platforms:** Software that adapts to individual student needs and provides personalized instruction.
- **AI-driven research tools:** Platforms that assist in data analysis, information retrieval, and research.
- **AI-enhanced productivity tools:** Software that uses AI to automate tasks, improve efficiency, or provide assistive features.
- **AI-powered translation and accessibility tools.**

II. Acceptable Use:

- **Educational Purposes:** AI tools should primarily be used for educational purposes, as directed by teachers and staff. This encompasses research, learning, creative projects, and skill development.
- **Teacher Supervision:** The teacher will define and control the use of generative AI for assignments.
- **Critical Evaluation:** Students are expected to critically evaluate the information and outputs generated by AI tools. AI is not always accurate or unbiased; students must verify information from multiple sources.
- **Proper Attribution:** When using AI-generated content (e.g., text, images), students must acknowledge the use of AI and, where possible, provide proper attribution. The teacher will dictate the method of attribution.
- **Assistive Technology:** AI tools that provide accessibility features (e.g., text-to-speech, speech-to-text) are encouraged for students with documented needs.
- **Data Privacy:** Students must respect data privacy and avoid sharing personal or sensitive information with AI tools.

III. Prohibited Use:

- **Academic Dishonesty:** Using AI to complete assignments or exams without proper attribution or teacher permission is considered academic dishonesty and will result in disciplinary action. This includes submitting AI-generated work as one's own.
- **Plagiarism:** Directly copying or paraphrasing AI-generated content without proper citation is plagiarism.
- **Creating Harmful Content:** Using AI to generate hateful, discriminatory, or inappropriate content is strictly prohibited.
- **Misinformation and Disinformation:** Intentionally using AI to create or spread false information is unacceptable.
- **Unauthorized Use:** Using AI tools in ways that violate school policies or local, state, or federal laws is prohibited.
- **Using AI to create content that impersonates other students or staff.**
- **Using AI to create content that violates another person's copyright or intellectual property.**
- **Uploading school or student personal information into a public AI that could compromise student or school safety.**

IV. Teacher Guidelines:

- **Clear Expectations:** Teachers will clearly communicate expectations regarding using AI tools in their classrooms.
- **Instruction on Ethical Use:** Teachers will educate students on the ethical implications of AI and the importance of responsible use.
- **Assessment Strategies:** Teachers will develop assessment strategies that account for the potential use of AI tools. This may include in-class assessments, oral presentations, or other methods demonstrating student understanding.
- **Monitoring and Supervision:** Teachers will monitor student use of AI tools and guide as needed.
- **Stay Informed:** Teachers will stay up-to-date on the latest developments in AI and its potential impact on education.

V. Consequences of Policy Violations:

Violations of this policy will be addressed according to the school's existing disciplinary procedures, which may include:

- **Warning:**
- **Loss of privileges:**
- **Detention:**
- **Suspension:**
- **Expulsion:**
- **Referral to appropriate authorities.**
- **Failure of the assignment.**

VI. Review and Updates:

This policy will be reviewed and updated regularly to reflect the evolving landscape of AI technology and its implications for education.

VII. Student and Parent Acknowledgement:

Students and parents must acknowledge reading and understanding this AI policy.

VIII. Reporting Concerns:

Students and staff are encouraged to report any concerns about the misuse of AI to a teacher, counselor, or administrator.

GRADING SYSTEM/SCALE

The grading scales shown are being used by the entire school. Grade point average (G.P.A.) will be calculated and updated each semester. Credit earned at the middle school in Algebra I and Spanish will be calculated in the G.P.A. unless the class is retaken in the 9th Grade year, at which time the new grade will replace the old grade.

<u>Percentage Scale</u>	<u>Letter Grade</u>	<u>Points</u>	<u>College Credit Plus- 5 pt. Scale</u>
97-100	A+	4.0	5.0
93-96	A	4.0	5.0
90-92	A-	3.7	4.7
87-89	B+	3.3	4.3
83-86	B	3.0	4.0
80-82	B-	2.7	3.7
77-79	C+	2.3	3.3
73-76	C	2.0	3.0
70-72	C-	1.7	1.7
67-69	D+	1.3	1.3
63-66	D	1.0	1.0
60-62	D-	0.7	0.7
0-59	F	0	0

GRADING POLICY

- A. Students must have an average of 60% or higher to receive credit for the course.
- B. Incompletes: The number of school days a student may have to make up missed work will be equal to the number of class sessions that have been missed. After this time, number of class sessions that have been missed. After this time, the grade for the assignment(s) is an automatic zero. There will be no incompletes given at the end of the year. Assignments not made up by the last day of regular class, (prior to exams) will automatically receive a zero. The teacher and principal will consider any extenuating circumstances on an individual basis.

CLASS RANK

Class rank will be determined by G.P.A., which is calculated each semester using the "+/-" system.

VALEDICTORIAN/SALUTATORIAN

Beginning with the Class of 2024, to be eligible as valedictorian or salutatorian for graduation purposes, a student must have also met the requirements for an Honors Diploma as defined by Ohio's State Board of Education.

STUDENT ACTIVITIES GUIDELINES & PROCEDURES

The Orrville Board of Education, in compliance with the Ohio Revised Code, has established a minimum grade point average of 1.0 on a 4.0 grading scale to be eligible to participate in extra-curricular activities.

Those students with a 1.0-1.5 grade point average must complete 1 hour of tutoring each week to remain eligible. Failure to complete tutoring will result in the student being ineligible the following week and will continue until the student has completed the required tutoring.

The OHSAA has set standards for scholarship. Students must meet these standards in order to participate in a sport:

- Any student in grades 9-12 must pass a minimum of five 1 credit classes (or the equivalent) the immediately preceding grading period in order to be eligible for the following grading period.
- Scholastic eligibility is determined every nine weeks.
- The eligibility or ineligibility of a student begins on the 5th day after the end of the previous nine weeks.

Students must be in attendance for 4 periods to participate in extracurricular activities. If a student is absent for unacceptable reasons per the attendance policy, the Principal/designee may deny participation for that particular activity.

PARTICIPATION FEES

Students participating on OHS athletic teams are required to pay a participation fee each year as determined by the Board. This participation fee covers a student's participation in one or more sports each year. Students are required to pay this fee by the end of the first week of practice. Students participating in OHS extracurricular organizations (Drama, Earth Science Club, Student Council, etc.) are required to pay a participation fee of \$10.00 per year. This participation fee covers a student's participation in one or more non-athletic, extracurricular organizations each year. Students are required to pay this fee by the end of the second meeting of the organization.

RANDOM DRUG TESTING

Students participating in extra-curricular activities along with those purchasing a parking pass will be required to complete the Orrville City Schools Informed Consent Agreement form and undergo random drug screening throughout the school year.

ATTENDANCE

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

- 1) The parent will call the school by 8:30. The school will notify the parent if not called off.
- 2) The call should state the student's name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
- 3) The student will be responsible for all schoolwork missed. Please do not call the office after 12:30 to request homework being made available by the end of the school day.

REASONS FOR EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

EXCESSIVE ABSENCE

HABITUAL TRUANCY

<p>If a student is absent (excused or unexcused):</p> <ul style="list-style-type: none"> • 38 or more hours in one school month, or • 65 or more hours in one school year <p>Then the following step is taken:</p>	<p>Student is absent (unexcused) for:</p> <ul style="list-style-type: none"> • 30 or more consecutive hours, or • 42 or more hours in one school month, or • 72 hours in one school year <p>Then the following steps are taken:</p>
<p>A written notice is provided to the parent within 7 calendar days of the triggering absence.</p> <p>School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.</p>	<p>1. Student is assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up a parent, a principal and a guidance counselor.</p>
	<p>2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services.</p>
	<p>3. Within 14 school days of assignment, the team must develop an absence intervention plan.</p>
	<p>4. Within 7 school days of the plan's development, the school will provide written notice of that plan to the parent.</p>
	<p>If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation).</p>

FAMILY VACATIONS/PRE-EXCUSED ABSENCES

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

COLLEGE VISITS

Students should plan college visits on days when Orrville High School is not in session. This could be done on planned recess days and vacation days during the school year. In the event a student must miss school for a college visit, the following procedures must be adhered to:

1. Pre-arranged appointments at the college must be verified by the high school guidance counselor at least 48 hours in advance.
2. A college visitation form must be signed by all teachers and the guidance counselor at least 48 hours in advance. **College visitation forms must be picked up in the Guidance Office.**
3. Final approval will be made by the principal/designee.

LEAVING SCHOOL

UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION

AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.

If a student becomes ill during the school day, he/she **must** report to the office. After a parent has been contacted, the student will be given permission to sign out and go home. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, driver permit, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Students must report to the office and sign-out prior to leaving school. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

TARDINESS TO SCHOOL

Students who are late to school must report directly to the Main Office and sign-in. Tardiness is defined as any student arriving at school after the start of the school day. Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes. Excessive tardies will result in administrative action.

TARDINESS TO CLASS

The classroom teacher handles tardiness to class. If a student is tardy as a result of being detained by a teacher, the student should request a pass from the detaining teacher to explain the tardiness. Habitual tardiness to class will be referred to the office for appropriate action.

HARASSMENT, INTIMIDATION, BULLYING

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any student or his/her parent who believes that she/he has been subjected to unlawful harassment, intimidation, or bullying on the basis of race, color, religion, national origin gender and/or disability may seek resolution of his/her complaint through the formal complaint procedures provided upon request. All complaints filed with the school district will be investigated in accordance with the complaint procedure. Students and parents should make every effort to file a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. The formal complaint procedures are established to provide a prompt, impartial and thorough process for effectively and adequately resolving complaints of unlawful harassment.

Orrville City Schools is also committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal. This policy is implemented to inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct: touching, assault, impeding or blocking movement.

- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, school counselor or principal.

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to administration of discipline. A student must be given an opportunity for a hearing if either his/her parents or guardians indicate the desire for one. A hearing shall be held to allow the student and his/her parents or guardians to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parents or guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline. Every effort will be made on the part of the administration to apply the proper discipline to the infraction, keeping in mind that the administrator, through utilizing cooperation of school resources, parents and students, will handle each case with the student's welfare foremost.

ACCEPTABLE USE FOR COMPUTERS/ON-LINE SERVICES

This section constitutes the Orrville City Schools Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,
 - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless

networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network.

Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a Building Principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute harassment, intimidation, bullying, sexual harassment, or a violation of the Student Code of Conduct, and other unacceptable uses of the Network as defined in this Policy.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
- **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to

race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

➤ **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.

➤ **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting

data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator.

Removing, altering, or copying District software for personal use or for the use of others.

➤ **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.

➤ **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

➤ **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

➤ **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with

personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.

- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- ***Electronic Signatures:*** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.

- 13. System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time

for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or cocurricular, or extracurricular activities.

14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having

access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior,

including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered,

directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

SCHOOL OPERATING POLICIES & PROCEDURES

BUS REGULATIONS/RULES

Riding the bus is a privilege, not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

CHANGE OF ADDRESS OR PHONE NUMBER

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms <https://orvilleoh.finalforms.com/> immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

COLLEGE ACADEMY

Students participating in the College Academy program will be required to display their college identification badges. These students are to report to the designated College Academy area during their study time between classes. Once College Academy Students arrive for their first class they are not permitted to leave the building until the end of their final class.

*When College classes are not in session, College Academy students will be permitted to leave the building between their scheduled high school classes. This privilege may be revoked due to grades, attendance or behavior issues.

DROP-OFF/PICK-UP

Student drop-off and pick-up will occur in the North parking lot by the NE doors (main entrance). Student drop off/pick-up is prohibited in the east bus loop.

EMERGENCY DRILLS

State law requires schools to hold periodic emergency drills relative to fire, storm, and other safety-related incidents. These drills are held so that in an emergency we are prepared to respond accordingly. It is imperative that students follow all procedures quickly and quietly. Any student apprehended for causing a false alarm is subject to suspension from school and subject to being reported to the appropriate law enforcement agency.

EMERGENCY SCHOOL CLOSING OR DELAYS

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following radio and television stations: WKYC Ch. 3 NBC/ WEWS Ch. 5 ABC / WJW Fox8News. Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions. Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

FINES AND FEES

- A. Fees for certain courses are necessary to defray the cost of consumables.
- B. Fines may be assessed to the student when school property is damaged.
- C. All fines and fees must be paid before a student's transcript will be released; and/or the student participates in his/her Graduation ceremony.

GRADE & PROGRESS REPORTS

Report cards are available in a pdf format in Parent Access (online account) one week after the end of the grading period. Parents of students who have a D or F on their report card will also receive a copy in the mail. Likewise, interim progress reports will be mailed home if a student has a D or F.

GUIDANCE SERVICES

All students are encouraged to take advantage of the guidance office for educational, vocational, or personal concerns. Students are required to see the counselors during study halls or lunch periods unless it is an emergency.

HALL LOCKERS

Each student is assigned to a locker with a combination lock. The locker combination is given only to the student assigned to the locker. Keep your locker locked at all times. If there is a problem with the locker or combination lock, report this information to the office. The school is not responsible for lost or stolen items from a student's locker.

Lockers are the property of the Orrville Board of Education. Student lockers are subject to random search by school officials.

LIBRARY PROCEDURE

The Library is a resource center to be used for investigation of sources to be used in class assignments. The following procedure applies when admitting students to the Library.

1. All students report directly to the Library and sign in on the register.
2. Students who need to use the Library when it is closed for class use must obtain a research pass from the classroom teacher.
3. Students should try to limit their use of the Library to their study hall and/or lunch periods.

MEAL CHARGE POLICY

The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes, the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the

Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

Meal Charge Policy Goals:

- To establish a consistent district policy regarding meal charges and collection of charges
- To treat all students with dignity and respect in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

Meal Charge Limits:

- When a student has reached the charge limit they will be given an **alternative** lunch until the negative balance is paid in full. They will not be served a breakfast.
- An **alternative** lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.
- Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home.

Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for

Seniors will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

High School Meal Charge Limits:

- Paid lunch status students may charge up to \$31.50 (equivalent of 7 lunches and 7 breakfasts) • Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)
- Student lunches are \$3.00 (\$0.40 reduced), Breakfasts are \$1.50 (\$0.30 reduced). Milk is \$0.50.

Payment Options:

- Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
- Parents/guardians may also use an on-line payment service made available to you called MySchoolBucks.

This user-friendly system offers various options for parents/guardians to make on-line payments for lunch and breakfast purchases. For more information go to myschoolbucks.com.

Free/Reduced School Meal Applications

- If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status.
- Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1st prior to the new school year or during the course of the school year.

Lunch Account Refunds:

- A written request for refunds for a withdrawn or graduating student must be sent to the following:
Orrville City Schools, Director of Operations, 815 North Ella Street, Orrville OH 44667
- Parents/guardians may request that remaining funds from a senior's account be transferred to a siblings account.

*This institution is an equal opportunity provider.

PARENT – TEACHER CONFERENCES

There are scheduled parent-teacher conferences during the school year. The schedule of times will be announced to parents. Informal conferences are urged when needed at the parent or teacher's request. These may be held before or after school or during a teacher's conference period. These must be prearranged with the individual teacher.

POSTINGS AND MESSAGE BOARDS

The hall bulletin boards are to be used to display information of interest to the student body. No students are to put up posters/flyers without clearing them through the Principal's office. Generally, information concerning school and community activities will be permitted.

STUDENT PARKING

All students who drive to school must register their vehicle and purchase a parking permit for \$10 in the office and consent to random drug testing.

Students will use the **Northeast** parking lot (closest to Ella St.). The Northwest parking lot (closest to the stadium) is designated for staff only.

Student athletes may park in the West parking lot closest to the Multi-Purpose Building. There is no student parking in the South parking lot. Students are expected to park their cars, proceed into school and not re-enter their car until they are leaving school grounds. Parking lot speed is 10mph. Reckless operation or violation of parking regulations or other code of conduct may result in suspension or revoking of the parking permit or other disciplinary action. **All vehicles are subject to random search by school officials.**

TELEPHONE

Students may not use the office phone or classroom phones for personal calls, except in emergency and with staff permission. Only in the case of an emergency will a student be called from class for a phone call.

TEXTBOOKS/CHROMEBOOKS

The Orrville Board of Education provides adopted textbooks and chrome books free of charge to students. Supplemental materials, which are required in classes, will be student purchased. Each student is responsible for the

loss or damage of all textbooks and/or chrome books issued to him/her. The student will pay for lost and/or damaged textbooks or Chromebook.

TRANSCRIPTS

Transcripts are available from the Guidance Office for the purpose of college admission, job placement, military enlistment, scholarships, etc.

Official transcripts must be mailed from the Guidance Office. Transcripts require a 72-hour processing time.

U.S. ARMED FORCES

Senate Bill 26 requires school districts to release to recruiting officers for any branch of the U.S. Armed Forces the names and addresses of students in grades 10-12. The information cannot be released if the student, or the student's parent, guardian, or custodian submits a written request that it not be released. If you do not want your child's name included on the list that may be requested by the armed forces, please send the written request to the Principal, Orrville High School by October 1st.

VISITORS AND GUESTS

The school policy is to accept only those visitors who have legitimate business at the high school. According to Ohio law, all visitors must report to the high school office.

WORK PERMITS

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms may be obtained in the Board of Education Office.

SCHOOL HEALTH SERVICES

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong.

The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, middle school, or high school or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school

exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

The State Department of Education and the Ohio Department of Health requires each child before entering school to have the following immunizations:

DPT: 4 doses or more (a 5th dose will be required if the 4th dose was administered prior to 4th birthday)

Tdap: 1 dose prior to entering 7th grade

POLIO: 3 doses or more (the final dose must be administered after the 4th birthday)

MMR: 2 doses

HEP B: 3 doses

VARICELLA: 2 doses (K-8) and 1 dose (9-12)

MENINGOCOCCAL (MCV4)- NEW AS OF 2016-

Grade 7 - 1 dose prior to entry

Grade 12 - 2 doses prior to entry (if first dose was given after the 16th birthday a 2nd dose is not required)

Lice Policy:

Students with live lice found will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend.

The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that have live lice will be checked in 7-10 days from initial treatment. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

Communicable Diseases:

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from

school. Orrville City Schools follows the most up to date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well and has not had a fever for 24 hours
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.0°F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling weeping blisters on hands
9. **Head Lice:** Excluded from school until after treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following:

Prior to dispensing any type of medication (to include natural/herbal), written permission must be received from the parent(s) and physician of the student and shall include:

- a. Medication Administration form filled out & signed by the physician indicating the exact dispensing instructions. The dispensing instructions cannot exceed the recommended dosage on the manufacturer's labeled package.

- b. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
- c. New Medication Administration forms must be completed & signed when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
- d. Each medication must have their own Medication Administration form. Medication **cannot be** combined on the same Medication Administration form.
- e. The medication must be received from an adult (students cannot carry in medication) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. All medication tablets that must be split, needs to be done prior to the school receiving the medication.
- f. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

Metered dose inhalers & epi-pens (grade 3-12 allowed to self-carry)

- a. Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. Students have the right to possess and use only in an emergency an epinephrine auto injector to prevent the anaphylactic response to a severe allergy.
- b. The right applies at school or at any activity, event or program sponsored by or in which student's school is a participant.
- c. The Authorization for Student Possession form must be on file in office in order for a student to possess an inhaler or epi-pen. This is a state law from the Ohio Revised Code (ORC3313.716/3313.14).
- d. Any student that has an inhaler or epi-pen at school must have an action plan on file with the school nurse.

Vision and Hearing:

Orrville School District routinely performs vision and hearing screening to identify students who have vision and/or hearing problems or those who might be at risk. The vision and hearing of the student is vital to classroom learning, so it is important to identify any barrier to learning that can be corrected. Screening will take place in the following grades:

Upon enrollment to OCS, Kindergarten, 1st, 3rd, 5th, 7th (vision only), 9th, 11th Students may also be screened upon teacher referral or parent/guardian's request.

A refusal letter must be provided to the school every year screening is required if the parent/guardian chooses to opt their student out of the required screenings.

WELCOME TO ORRVILLE MIDDLE SCHOOL *RIDER STRONG!*

Respect

Prepare

Perform

Persist

Welcome to Orrville City Schools. We hope this handbook will help you understand some of the policies and practices of our school. It provides important information concerning school procedures rules and allows for communication between home and school. Please take time to read over the information contained in the handbook.

Both the school and home need to work for the best interest of the children, and the better we understand one another the better we are able to provide the best educational opportunities. As partners in education, we encourage your full participation in your child's learning. Parents are encouraged to become involved by helping with homework, volunteering at school and participating in PTO.

We extend our best wishes to both parents and students that together we may enjoy a most successful school year. A positive attitude combined with efficient communication practices should help us all achieve our goals and objectives.

Mr. Dave Sovacool
Principal

Mr. Sly Slaughter
Assistant Principal

PHILOSOPHY

The philosophy of Orrville Middle School centers on the belief that all students have the capacity to learn, grow and develop into knowledgeable and caring citizens of the Orrville community. Our students will be engaged in learning that is relevant, challenging and exploratory. It is our goal that our students develop socially, emotionally, and academically in a trusting and respectful environment in which family and community are actively involved. In order to achieve these goals, it is necessary for the school and family to work closely with each other so that the child is successful at school. During the middle school years, our students may face many important life choices and need the support of both home and school to make wise, healthy decisions.

MISSION STATEMENT

The mission of the Orrville City School District, in partnership with the parents and the community, is to inspire all students to become successful and lifelong learners and to be prepared to responsibly contribute to our community and society.

STUDENT PLANNER

This Orrville Middle School Student Planner, which has been provided to you, is designed to give the student a complete look at all policies and procedures, activities, and other general information that is important to be a successful student. The planner also provides a complete calendar to help organize the student's academic life. We encourage all students to make the best possible use of the planner. Teachers have been encouraged to include activities that involve the planner. If a student loses their planner, they will be expected to purchase a new one from the office.

ORRVILLE MIDDLE SCHOOL: RED RIDER EXPECTATIONS

Expectations in the School Setting	Be Respectful	Be Responsible	Be Kind	Be Honest
Classroom	<ul style="list-style-type: none"> -Be positive in your actions and words. -Respect the educational rights of others. -Keep your hands, feet and objects to yourself -Use polite language and volume. -Honor personal space and property of others. -Listen and give 100% to your teacher/speaker. -Refrain from attention seeking behaviors. -Be supportive of the teacher, classmates, and guests. -Engage in school appropriate conversations. 	<ul style="list-style-type: none"> -Be on time, be organized, and be prepared. -Turn work in on time. -Stay on task and on topic. -Check your progress/assignments -Use time wisely. -Follow directions the first time. -Apply your best effort. -Tell an adult if you see a problem. -Clean up after yourself. -Seek help when needed. -Follow all dress code and classroom rules. 	<ul style="list-style-type: none"> -Be friendly and helpful. -Say “please” and “thank you”. -Listen to others -Sit quietly and wait for instructions. -Act courteously to adults and fellow students. -Work well with others. -Be considerate of others. -Respect the opinions, ideas, and contributions of others. -Be inclusive of others. -Speak up for yourself and others. 	<ul style="list-style-type: none"> -Be truthful in conversations. -Say you’re sorry and admit mistakes. -Do your own work. -Uphold integrity. -Own up to your mistakes and behaviors.
Hallway, Restroom, and Locker Room	<ul style="list-style-type: none"> -Allow others to reach their lockers. -Use quiet voices. -Be aware of other’s needs. -Walk quietly and on the right side. -Keep your hands, feet, and all other objects to yourself. -Clean up after yourself. 	<ul style="list-style-type: none"> -Use your assigned locker. -Report any stranger to an adult. -Secure valuables in your locker. -Keep your locker clean and organized. -Use restrooms during passing time, at lunch or recess, or during WIN. -Report any acts of vandalism or misbehaviors in the restroom/ locker room to an adult. -No horseplay in the restroom - get back to class. -Refrain from harmful behaviors and substances. 	<ul style="list-style-type: none"> -Say “excuse me” and “thank you”. -Pick up trash. -Honor personal space. -Engage in school appropriate conversations. -Wait your turn. -Value a clean and safe restroom. -Treat others with empathy and respect. 	<ul style="list-style-type: none"> -Be truthful in conversations. -Use a hall pass. -Use the closest restroom. -Own up to your mistakes and misbehaviors. -Uphold integrity.
Recess, Events and Assemblies	<ul style="list-style-type: none"> -Include others. -Share with others and take turns. -Listen to adults and follow directions. -Keep hands, feet and other objects to yourself. -Treat supplies respectfully. -Pay attention to 	<ul style="list-style-type: none"> -Put things away and take care of equipment. -Line up and enter and exit the building quietly. -Report any incidents immediately to an adult. -Walk with class to assemblies - quietly. -Wait to be dismissed. -Know, understand, and follow all expectations of 	<ul style="list-style-type: none"> -Applaud at appropriate times. -Honor personal space. -Be supportive of the speaker/presenter. -Assist others. -Welcome other schools and spectators. -Be enthusiastic. -Show good sportsmanship. 	<ul style="list-style-type: none"> -Play in assigned areas. -Sit in assigned areas. -Be truthful in conversations. -Uphold integrity. -Own up to mistakes and misbehaviors.

	speakers - silent. -Be supportive of presenters. -Respond to speakers/presenters in an appropriate manner. -Respect coaches, teammates, opponents, and officials.	specific activities/events -Cheer and act in a positive manner. -Follow the rules of the appropriate site, on and off school property.		
Technology	-Comply with staff requests. -Respect the school's property. -Keep cellphones in lockers.	-Use technology for intended purposes. -Manage time wisely. -Know and follow technology usage policies. -Charge chromebooks each night. -Bring your chromebook and charger to school each day. -Log out of computers after use. -Use the school office phone to call home. -Do not exchange passwords.	-Consider the impact of others in technology communications. -Use chromebooks at appropriate times.	-Be truthful in conversations. -Do not use other people's chromebooks. -Uphold integrity. -Own up to mistakes and misbehaviors.

SCHOOL ARRIVAL AND DEPARTURE

It is requested that students do not arrive at school before **7:30 am** if they do not ride a school bus. Car riders and walkers should report to the East end of the building and bus riders will report to the West end of the building. Fifth grade students should report directly to the cafeteria and Sixth grade students will report directly to gymnasium. Seventh and Eighth grade students will report to the gym once the doors open at 7:30. If a student chooses to eat breakfast they will report directly to the cafeteria to eat. When finished eating students should report to homeroom or the gym afterwards. All students should report to their homerooms by 7:47 for attendance and announcements. All students will be dismissed at 2:40. Students are expected to leave school grounds immediately following dismissal, unless they are involved in a scheduled after-school activity.

ATTENDANCE

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

- 1) **The parent/guardian will call the school by 8:35 am.** The school will notify the parent if not called off.
- 2) The call should state the student's name and grade, reason for absence and who the caller is. **If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.**
- 3) The student will be responsible for all schoolwork missed by checking on their teacher's Google Classroom pages and/or Progress Book. Please do not call the office after 12:30 to request homework being made available by the end of the school day.

REASONS FOR EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

EXCESSIVE ABSENCE

HABITUAL TRUANCY

<p>If a student is absent (excused or unexcused):</p> <ul style="list-style-type: none"> • 38 or more hours in one school month, or • 65 or more hours in one school year <p>Then the following step is taken:</p>	<p>Student is absent (unexcused) for:</p> <ul style="list-style-type: none"> • 30 or more consecutive hours, or • 42 or more hours in one school month, or • 72 hours in one school year <p>Then the following steps are taken:</p>
<p>A written notice is provided to the parent within 7 calendar days of the triggering absence.</p> <p>School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.</p>	<p>1. Students are assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up of a parent, a principal and a guidance counselor.</p>
	<p>2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services.</p>
	<p>3. Within 14 school days of assignment, the team must develop an absence intervention plan.</p>
	<p>4. Within 7 school days of the plan's development, the school will provide written notice of that plan to the parent.</p>
	<p>If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation).</p>

FAMILY VACATIONS/PRE-EXCUSED ABSENCES

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in on the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation

LEAVING SCHOOL

UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.

If a student becomes ill during the school day, he/she **must** report to the office. After a parent has been contacted, the student will be given permission to sign out and go home. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, driver permit, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Students must report to the office and sign-out prior to leaving school. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

TARDINESS TO SCHOOL

Students who are late to school must report directly to the Main Office and sign-in. Tardiness is defined as any student arriving at school after the start of the school day. **Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes.** In addition, accumulation of tardies in a grading period will result in disciplinary consequences.

Tardy Policy:

3rd offense in 9 weeks- verbal warning

6th offense in 9 weeks- recess detention

9th offense in 9 weeks- recess & lunch detention

12th offense and every 3rd offense after in 9 weeks- 1 day of in-school alternative (ISA)

TARDINESS TO CLASS

The classroom teacher handles tardiness to class. If a student is tardy as a result of being detained by a teacher, the student should request a pass from the detaining teacher to explain the tardiness. Habitual tardiness to class will be referred to the office for appropriate action.

ACADEMICS

GRADES

Grades are issued at the end of each grading period. The following grading scale will apply:

%	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
59-50	F

It is the student's responsibility to know where he/she stands in a course at any given time. If you fall behind, seek help through scheduled times with your teacher or counselor.

ELIGIBILITY STANDARDS FOR STUDENTS IN GRADES 7- 8 (OHSAA BYLAWS)

In order to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school or be participating in accordance with state law, and you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.

Summer school and other educational options may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.

Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.

Standards for eligibility for the 7th and 8th grade:

- Pass the equivalent of four classes
- GPA 1.0 or above
- If the GPA is 1.0-1.499, then students must participate in at least two hours per week of a tutoring program

TRANSITION TO HIGH SCHOOL

Beginning with the Class of 2024, to be eligible as valedictorian or salutatorian for graduation purposes, a student must have also met the requirements for an Honors Diploma as defined by Ohio's State Board of Education.

RETENTION AND MINIMUM COMPETENCY

Pupils at Orrville Middle School who receive a yearly average of "F" in two or more of the following subjects (Math, Social Studies, Language Arts or Science) **may** repeat the grade. The administration reserves the right to promote or assign any student to the next grade, if it is in the student's best interest.

ACADEMIC DISHONESTY

Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Orrville City School District. Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.

Some specific examples of intentional plagiarism and cheating include but are not limited to the following:

- Using pre-written papers from the Internet or other sources.
- Copying an essay or article from the Internet, on-line source or electronic database without quoting or giving credit.
- Cutting and pasting to create a paper without quoting or giving credit.
- Using Cliff's Notes or a similar source without giving credit.
- Borrowing words or ideas from other sources without giving credit.
- Allowing someone else to write the paper.
- Presenting a technology-based foreign language translation as one's own work.
- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, if contrary to the rules of either course.
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Cheating is the act of obtaining or attempting to obtain credit for academic work (papers/essays, projects, tests/quizzes) through the use of any dishonest, deceptive or fraudulent means.

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

CONSEQUENCES: Before any formal action is taken against the student for the alleged violation, the student will be afforded due process. Parents will be informed at each step of the process.

In cases of **Intentional Plagiarism and Cheating**:

1. For the **first offense**, the student will receive an F on the assignment. The student will be provided appropriate intervention and a note will be placed in the student's discipline file.
2. For the **second offense**, the student will fail the course for the grading period, a notation will be placed in the permanent record, and the student will be considered insubordinate and receive the appropriate consequences.
3. For the **third and subsequent offenses**, the student will fail the course for the semester.

In cases of **Unintentional Plagiarism**: The student may opt to choose one of the following:

1. Redo the assignment within teacher guidelines for a reduction of no more than one letter grade for the assignment.
2. Receive an F on the assignment.

Subsequent offenses will constitute insubordination, therefore requiring disciplinary action.

Although daily homework and in-class assignments are not covered under this policy, it does not negate the seriousness of cheating in any circumstance. Each teacher will have a policy about dealing with any other occurrences of cheating. Teachers will keep track of these infractions. Repeat violations may result in further consequences.

GUIDANCE OFFICE

The main emphasis of any school, of course, is on academics. However, things you see as problems, whether they are related to home or school, will from time to time bother each of you throughout the school year. These problems have a way of upsetting us and making it difficult to study or gain peace of mind. The purpose of the Guidance Program at Orrville Middle

School is to provide the opportunity for students to discuss their feelings through problem-solving techniques, such as one-on-one counseling and group interaction.

Appointment with the Guidance Counselor

Appointments with the guidance counselor can be made by talking directly to him/her or through contact with a friend, teacher or the principal. All appointments should be made before or after school, during a study hall, or during lunch. Class time should not be used unless it is an emergency.

DISCIPLINE PLAN

The purpose of the OMS Discipline Plan is to ensure that our students attend school in a safe, productive and orderly setting. The purpose of the plan is not to punish, but to teach our students that in order to have a positive school climate, rules and procedures must be followed. There will be positive incentives for the students who conduct themselves in an appropriate manner, as well as firm, fair, and consistent consequences for students who choose not to follow school rules or procedures. The behavioral expectation is that students attend school on a consistent basis, arrive on time, come prepared for class, complete their assignments, treat each other and the staff with respect, follow directions the first time and conduct themselves in an appropriate, orderly manner. Cooperation among staff, students and parents is crucial for a positive school climate.

OMS BEHAVIOR MATRIX

The middle school behavior matrix is designed to support students with the essential behaviors, along with social-emotional skills to be successful learners. The matrix defines clear learning and behavior expectations and leverages restorative practices to promote positive learning experiences for students.

Level One: classroom managed student behaviors

Level Two: classroom managed student behaviors (office help if needed)

Level Three: classroom and/or administrative managed student behaviors

Level Four: administrative managed student behaviors

LEVEL ONE:

- Behavior that is disruptive to the school environment of the student or others.
- Refusal to comply with reasonable requests.
- Behavior that is generally managed with a brief intervention by the teacher or staff member.

Behaviors	1st Incident: Reteach Behavior Skill	2nd Incident: Implement Restorative Practices	3rd Incident: Create Action Plan or Provide Consequence
-name calling -non-verbal disrespect (rolling eyes, staring/leering, etc.) -inappropriate language (profanity or obscenity) - inappropriate behavior/gesture (not aggressive or directed toward staff) -cell phone violation -out of assigned area -academic non-performance (partial or incomplete work, late work, missing work, not prepared for class) -accessing non-educational online content; -dress code violation -talking out/minor classroom disruption - horseplay -PDA -tardy to class -disruptive hallway behavior -gum -verbal conflict with another student (intimidation or verbal aggression) -technology violation	-Reminder/redirection of classroom routines and rituals -Reminder/redirection on ways to manage emotions -Reminder/redirection on appropriate classroom language -Reminder/redirection on ways to ask for help or solve problems	-Teacher/student(s) conference -Recess detention -Analyzing the misconduct and harm to the relationship(s) while exploring ways in which to repair the harm and restore the relationship(s) -Peer mediation -Increasing mutual responsibility and positive responses to wrongdoing within our school community	-Create classroom behavior management plan Classroom/ non-classroom supports -Seat change or assigned seating -Loss of setting privileges -Establish a plan for homework and assignment expectations and completion -Consult with colleagues -Full Detention (recess & lunch)

-Violation of responsibility -Loitering, littering -Not following directions			
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LEVEL TWO:

- Repeated or significant incident(s) of level one infractions.
- Disordered behavior toward another student, staff, volunteer, etc.
- Behavior that is generally managed with a brief intervention by a teacher or staff member and may include additional contact with an administrator

Behaviors	1st Incident: Implement Restorative Practices and/or Provide Consequence	2nd Incident: Create Action Plan with Administrative Support and Provide Consequence	3rd Incident: Administrative Action that may result in removal from instruction	4th Incident: Administrative Action that may result in removal from instruction or school
-Repetition of Level 1 behaviors -Misuse of restroom/school equipment/property -Rough play/horseplay -Lying or cheating -Minor non-aggressive behavior (pushing/shoving) -Usage of slurs (ethnic, racial, color, origin, citizenship or immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability) -Other behaviors of safety concern -Other behaviors creating a negative relationship between two or more people -Intimidation -Bullying (minor) -Inattention in class -Sleeping -Throwing objects -Commission of immoral act -Failure to serve a detention -Being in unauthorized area -Creating a disturbance -Disrespect, insubordination -Giving incorrect information -Violation of transportation	-Student/teacher conference -Parent Notification -Processing/Reflective Worksheet -Peer mediation (not to be used for bullying or harassment) -Detention -Seat change or assigned seating -Loss of privileges -Minor bullying/harassment report -"I'm sorry" letter -Student choice: let the student come up with their own way to repair the harm they have created -Peer mediation -Developing a restorative process that promotes healing and the rebuilding of relationships	-Consult with Behavior Specialist -Create classroom behavior management plan -Seat change or assigned seating -Loss of privileges -Establish a plan for homework and assignment expectations and completion -Consult with colleagues -Reflective essay -Detentions (1-3; Wednesday after school) -Problem solving sessions with guidance counselor	-Office referral: principal determines additional discipline -Detentions (1-5; Wednesday after school 1-2 days) -In school alternative (1-3 days)	-In school alternative (3-5 days) -Out of school suspension (1-3 days)

LEVEL THREE:

- Repeated or significant incident(s) of level two infractions
- Behaviors that involve safety issues
- Behaviors targeted at or targeting others
- Behaviors interfering with safety equipment or destruction of property

Behaviors	1st Incident: Administrative Action that may result in removal from instruction	2nd Incident: Administrative Action that may result in removal from instruction or school	3rd Incident: Administrative Actions that may result in removal from school
-Repetition of level 2 behaviors -Intimidation, bullying (major) -Truancy -Leaving school property -Discharging alarm system -Hazing, sexual harassment -Disruptive behavior (major) -Fighting (minor injury) -Unauthorized use of technology -Removed from class -Skipping class -Damaging property -Disobedience/disruptive behavior -Firearm look-alikes -Vandalism -Inappropriate language/gestures (directed at staff) -Leaving class without permission -Racial slurs/hate/speech/gestures/violence	-Office referral: principal determines additional discipline -Detentions (3-5 days; Wednesday after school 1-3 days) -In school alternative (1-3 days)	-In school alternative (3-7 days) -Out of school suspension (1-3 days)	-Out of school suspension (3-10 days) -Alternative placement -Expulsion

LEVEL FOUR:

- Behaviors identifiable as expellable offenses
- Repeated or significant incident(s) of level three infractions
- Behaviors that involve safety issues
- Behaviors targeted at or targeting others

Behaviors	1st Incident: Administrative Action that may result in removal from instruction or school	2nd Incident: Administrative Actions that may result in removal from school
-Repetition of Level 3 behaviors -Dangerous weapon -Fighting/Violence (major injury) -Unwelcome Sexual Conduct -Use/possess explosive gas -Use/possess of alcohol -Use/possess other drugs -Use/possess of tobacco -Use/possession of a firearm -Bullying (major) -Major interruptions/defiance -Sexual harassment	-In school alternative (3-7 days) -Out of school suspension (3-5 days)	-Out of school suspension (6-10 days) -Alternative placement -Required counseling -Expulsion

ANTI-BULLY RULES

Rule 1: We will not bully others.

Rule 2: We will help students who are bullied.

Rule 3: We will include students who are left out.

Rule 4: We will tell an adult at school and an adult at home if we know somebody is being bullied.

HARASSMENT, INTIMIDATION, BULLYING

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any student or his/her parent who believes that she/he has been subjected to unlawful harassment, intimidation, or bullying on the basis of race, color, religion, national origin gender and/or disability may seek resolution of his/her complaint through the formal complaint procedures provided upon request. All complaints filed with the school district will be investigated in accordance with the complaint procedure. Students and parents should make every effort to file a bullying report as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. The bullying report procedures are established to provide a prompt, impartial and thorough process for effectively and adequately resolving complaints of unlawful harassment.

Orrville City Schools is also committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal. This policy is implemented to inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following.

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct: touching, assault, impeding or blocking movement.
- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, school counselor or principal.

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to administration of discipline. A student must be given an opportunity for a hearing if either his/her parents or guardians indicate the desire for one. A hearing shall be held to allow the student and his/her parents or guardians to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parents or guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline. Every effort will be made on the part of the administration to apply the proper discipline to the infraction, keeping in mind that the administrator, through utilizing cooperation of school resources, parents and students, will handle each case with the student's welfare foremost.

988 SUICIDE AND CRISIS LIFELINE

Ohioans who are experiencing a mental health or addiction crisis, and their family members, can call, text, or chat the 988 Suicide & Crisis Lifeline to reach a trained specialist who can offer help and support. The easy-to-remember, three-digit number provides 24/7, free and confidential support to Ohioans in a behavioral health crisis. 988 is a direct connection to compassionate, accessible care and support for anyone experiencing mental health related distress.

STUDENT DRESS CODE

The following dress code includes the modifications initiated by representatives of the students, faculty, parents and administration. All teachers will assist in enforcing the Dress Code as adopted by the Board of Education. The administration reserves the right to make the final decision on the appropriateness of student dress and grooming.

Students who are in violation of the dress code will be required to change clothes and will receive appropriate disciplinary action. Multiple referrals for dress code violations will be considered insubordination.

1. Students should be clean and neat in person with appropriate clothing at all times.
2. The student council, or other school organization, may periodically request a theme or spirit day through the administration.
3. Shorts, skirts and skorts must be below the fingertips when arms are resting naturally at the sides.
4. Attire that has alcohol/drug/tobacco related connotations, obscene writing/graphics including racial, sexually explicit or ethnic slurs will not be permitted.
5. Hats, bandanas/head coverings, ear wraps, hoods and sunglasses are not permitted to be worn by male or female students during the school day.
6. Tube tops, halter tops, midriffs, tank tops worn alone, shirts revealing cleavage and tight-fitting body shirts are not to be worn to school. Sleeveless tops must be at least a 2-inch shoulder.
7. Shirts and pants must meet at the beltline at all times.
8. Chains for the purpose of securing wallets or keys to clothing are to be attached and may not exceed 10 inches in length, with chain links no larger than a ¼ inch. The above are the only reasons for students to have chains in school.
9. Colors or other gang related indicators will not be permitted.
10. Outer coats will not be worn in classrooms.

NOTE: Athletic teams may ban facial hair as part of their team rules

CELL PHONES & ELECTRONIC DEVICES

Any electronic communication or entertainment device not required for classrooms are prohibited during the school day. Students will not be permitted to carry electronic devices during the school day. School personnel will confiscate electronic devices immediately and turn them into the main office. On the **first offense**, the student may pick up the device after school and a warning will be issued. **Second offense**, the student will be given recess detention. **Third, and subsequent violations** will result in a detention or in-school alternative.

STUDENT CONDUCT CODE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education will not tolerate violent, disruptive or inappropriate behavior by its students.

A student's conduct while attending Orrville City Schools is expected to be of such a nature to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education - both curricular and extracurricular. A violation of the following rules may result in disciplinary action including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as a disciplinary alternative). No student shall be admitted during the period of his/her expulsion from another school.

During an out-of-school suspension, the student will be responsible for all work missed. It is the responsibility of the student to acquire all homework assignments and complete them. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from OSS. Upon returning, the student must make arrangements with their teachers to complete any tests or quizzes. During the suspension/expulsion, the student shall not be permitted on school grounds or to attend home or away events sponsored by the Orrville School District.

- **Rule 1. Violation of federal or state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bring) of a firearm or knife on school property, in a school vehicle, or to any school sponsored event (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon). The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.**

- **Rule 2. Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illegal drugs.**
- **Rule 3. Contributing to and encouraging disruptive behavior, including, but not limited to fighting.**
- **Rule 4. Creating a disturbance.**
- **Rule 5. Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff; visitors, and other employees of the district.**
- **Rule 6. Intentional, negligent or careless defacing, damaging or desecration of school or private property.**
- **Rule 7. Intentionally giving incorrect information to faculty, staff or other employees of the district.**
- **Rule 8. Gambling.**
- **Rule 9. Use and/or possession of tobacco in any form including alternative nicotine devices.**
- **Rule 10. Intimidation of faculty, staff, employees, visitors or students of the district.**
- **Rule 11. Use of profane or vulgar language or gesture to faculty, staff, employees, visitors or other students of the district.**
- **Rule 12. Theft**
- **Rule 13. Cheating.**
- **Rule 14. Truancy.**
- **Rule 15. Tardiness.**
- **Rule 16. Leaving school property or any assigned educational location prior to specified dismissal time without official permission.**
- **Rule 17. Inattention in class, study halls or assemblies.**
- **Rule 18. Throwing food, liquids, or any article in the cafeteria.**
- **Rule 19. The unauthorized throwing of any object, including snowballs.**
- **Rule 20. Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, 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 fireman muffler or firearm; silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge 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 sharp blade fastened to a handle. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion.**
- **Rule 21. Commission of an immoral act.**
- **Rule 22. Willful violation of the student responsibilities as established by the Orrville Board of Education.**
- **Rule 23. Wrongly discharging an alarm system.**
- **Rule 24. Failure to pay tuition or other approved charges.**
- **Rule 25. Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day, or during school activities.**
- **Rule 26. Failure to serve assigned detentions.**
- **Rule 27. Hazing and/or sexual harassment.**
- **Rule 28. Public display of affection.**
- **Rule 29. Being in an unauthorized school area.**
- **Rule 30. Lack of preparation and materials.**
- **Rule 31. Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video and technology.**

DETENTIONS

Students issued a detention will receive written notification and parents will be contacted by phone when possible. Recess detentions are served during students recess time in the teacher's room. Lunch detentions are served during the students' lunch and recess time in the in-school alternative room. Students may also be assigned one hour Wednesday after school detentions which are served at the end of the school day. No transportation will be provided and parents will be notified at least three days in advance. If school is not in session, or if the student is absent on the day a detention is to be served, the detention will be served the next day school is in session or when the student returns.

IN-SCHOOL ALTERNATIVE (ISA)

Parents will be notified of ISA assignments by phone when possible. Students assigned to ISA will receive a written notification of the procedures and expectations associated with ISA and must abide by all procedures of the ISA room. While a student is in ISA they will complete one of a list of restorative practices assigned. If school is not in session, or if the student is absent on the day an in-school alternative is to be served, the in-school alternative will be served the next day school is in session or when the student returns.

SUSPENSIONS

1. The principal, assistant principal or superintendent will administer suspensions.
2. No suspensions are to exceed ten school days.
3. The principal, assistant principal, or superintendent will give written notice of intention to suspend and the reasons why to the pupil.
4. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Written notice of a suspension will be mailed or otherwise presented to the parent, guardian or custodian of the pupil and treasurer of the board within 24 hours of the suspension.

REMOVALS

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:

1. The superintendent, principal or assistant principal may remove the student from the premises, curricular, or co-curricular activity.
2. A teacher may remove the student from the curricular or co-curricular activities under his/her supervision, but not from the premises.

EXPULSIONS

1. The superintendent will administer expulsions.
2. The superintendent will give the pupil and his/her parent or guardian written notice of the intended expulsion.
3. The notice is to include reasons for the intended expulsion.
4. The pupil and parent or representative has the opportunity to appear on request before the superintendent or his/her designee to challenge his/her action or to otherwise explain the pupil's actions.
5. The notice is to state the time and place to appear which will not be less than three days or later than five days after the notice is given.
6. The superintendent may grant an extension of time; if granted, he/she must notify all parties of the new time and place.
7. Written notice of an expulsion will be mailed or otherwise presented to the parent, guardian and treasurer of the board within 24 hours of the expulsion.

EXPULSION AND SUSPENSION APPEAL TO BOARD

1. A pupil, or his/her parent or custodian, may appeal his/her expulsion or suspension by a superintendent or principal to the board of education or to its designee. Each pupil or his/her guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board for its designee in order to be heard against suspension or expulsion.
2. A verbatim, word for word, record is required.
3. Procedures for the hearing to follow will be set by the board of education.
4. Formal action to affirm, vacate, or modify the disciplinary action on the appeal will be taken in "public" session.
5. The decision of the board is further appealable to the Court of Common Pleas under O.R.C. 2506.

CRIMINAL ACTS

Parents will be notified if students commit criminal acts on school property. The school reserves the right to contact the proper legal agency (police, fire, Children's Services, Juvenile Court, etc.) for any crime committed on its property.

ALCOHOL/DRUG ABUSE AND DEPENDENCY

The Orrville City Schools Board of Education recognizes the serious social problem of alcohol/drug abuse and dependency, and that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. This problem is the joint responsibility of home, community and school.

Alcohol and drug abuse problems in school often interfere with behavior, learning and the development of each student's potential. Our schools share an important role with parents in the early detection of alcohol/drug abuse and dependency. A parent-school-community team effort is necessary to protect students from the promotion and sale of alcohol and non-prescribed drugs.

Chemical abuse and dependency are seen as progressive diseases; therefore, possession and/or use of, narcotics/counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illicit drugs will be disciplined up to and including expulsion. When appropriate, referral for prosecution will be imposed on students who violate the standards of conduct. When students are found to have violated rules pertaining to chemical use/abuse, students and their parents/guardians will be provided information about drug and alcohol counseling, rehabilitation, and re-entry programs that are available. Our school must work together with families, outside agencies, and the courts to provide support, assistance and follow-up services for students.

The Orrville Board of Education is committed to achieving a school environment free of chemical abuse and dependency. The board, administration, staff, students, parents, community health agencies, churches, police, and the balance of the entire community must share the responsibility for such a school setting if our goal is to be accomplished. Compliance with this policy is mandatory.

SMOKING

According to State law, the selling of cigarettes to children less than eighteen years of age is illegal. With this in mind, as well as recommendations from physicians that smoking can injure your health, smoking is not allowed by students in school or on the school grounds. The rule is upheld at school activities as well as during the school day. Any student found smoking, in possession of a lighted cigarette, or in the process of ridding himself/herself of a lighted cigarette to avoid disciplinary action, will be suspended from school.

INTOXICANTS

Any student found using, being under the influence of, possessing, or transmitting intoxicant substances on or in school premises will be subject to suspension from school. Intoxicant substances include alcohol, narcotic drugs, over-the-counter drugs which have not been used in accordance with the prescribed directions and/or a physician's recommendation, or any other mind-altering substance.

Orrville school authorities maintain the right to request a search of students or of students' lockers and seizure of items, which can be used to disrupt or endanger the health and welfare of other students within the school. Parents will be contacted in situations where students are believed or found to be in possession of such items.

COUNTERFEIT DRUGS

"Counterfeit controlled substance" is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the .rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (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, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. The following penalties relate to the making, selling and possession of counterfeit drugs:

1. possession of a counterfeit controlled substance - misdemeanor of the first degree; if second offense, a felony of the fourth degree.
2. making, selling, offering to sell, or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell, or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking a counterfeit controlled substance) - a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses.
3. selling, offering to sell, giving, or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) a felony of the third degree, and a felony of the second degree for subsequent offenses.
4. representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) - a felony of the third degree, and a felony of the second degree for subsequent offenses.
5. falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) - a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

A controlled substance is defined as a drug, compound or mixture of substance included in Schedule I, II, m, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

CONCEALED WEAPONS

Section 2923.126 of the Ohio Revised Code prohibits the carrying of a handgun in "a school safety zone." Visitors are notified that having a permit to carry a concealed weapon does not apply to school or school safety zones.

INCENTIVES: CELEBRATING SUCCESS!

Students who demonstrate good character and responsibility will be rewarded weekly through the positive behavior raffle

and other celebrations throughout the year. In addition, throughout the year there will be school parties, dances or activities. Only students who demonstrate appropriate behavior will be able to attend these activities.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

This document constitutes the Orrville City Schools Computer Network and Internet Acceptable Use Policy (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”).

1. **Definitions.** For purposes of this Policy,
 - the term “Network” shall mean the District’s group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the “Network” and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network,
 - including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a Building Principal. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
- **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
 - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
 - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
 - **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.
 - **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
 - **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
 - **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal

web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.

- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. Training Related to On-line Behavior: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms

- of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.
16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

ARTIFICIAL INTELLIGENCE

This policy outlines the responsible and ethical use of Artificial Intelligence (AI) tools and technologies within the Orrville Schools learning environment. AI is rapidly evolving and offers valuable opportunities for learning and innovation. However, it is crucial to establish clear guidelines to ensure its appropriate and equitable use. This policy applies to all students, faculty, and staff.

I. Definition of AI Tools:

For the purpose of this policy, AI tools include but are not limited to:

- Generative AI: Tools that create text, images, audio, or video based on prompts (e.g., large language models, image generators).
- AI-powered learning platforms: Software that adapts to individual student needs and provides personalized instruction.
- AI-driven research tools: Platforms that assist in data analysis, information retrieval, and research.
- AI-enhanced productivity tools: Software that uses AI to automate tasks, improve efficiency, or provide assistive features.
- AI-powered translation and accessibility tools.

II. Acceptable Use:

- Educational Purposes: AI tools should primarily be used for educational purposes, as directed by teachers and staff. This encompasses research, learning, creative projects, and skill development.
- Teacher Supervision: The teacher will define and control the use of generative AI for assignments.
- Critical Evaluation: Students are expected to critically evaluate the information and outputs generated by AI tools. AI is not always accurate or unbiased; students must verify information from multiple sources.
- Proper Attribution: When using AI-generated content (e.g., text, images), students must acknowledge the use of AI and, where possible, provide proper attribution. The teacher will dictate the method of attribution.
- Assistive Technology: AI tools that provide accessibility features (e.g., text-to-speech, speech-to-text) are encouraged for students with documented needs.
- Data Privacy: Students must respect data privacy and avoid sharing personal or sensitive information with AI tools.

III. Prohibited Use:

- Academic Dishonesty: Using AI to complete assignments or exams without proper attribution or teacher permission is considered academic dishonesty and will result in disciplinary action. This includes submitting AI-generated work as one's own.
- Plagiarism: Directly copying or paraphrasing AI-generated content without proper citation is plagiarism.
- Creating Harmful Content: Using AI to generate hateful, discriminatory, or inappropriate content is strictly prohibited.
- Misinformation and Disinformation: Intentionally using AI to create or spread false information is unacceptable.
- Unauthorized Use: Using AI tools in ways that violate school policies or local, state, or federal laws is prohibited.
- Using AI to create content that impersonates other students or staff.
- Using AI to create content that violates another person's copyright or intellectual property.
- Uploading school or student personal information into a public AI that could compromise student or school safety.

IV. Teacher Guidelines:

- Clear Expectations: Teachers will clearly communicate expectations regarding using AI tools in their classrooms.
- Instruction on Ethical Use: Teachers will educate students on the ethical implications of AI and the importance of responsible use.
- Assessment Strategies: Teachers will develop assessment strategies that account for the potential use of AI tools. This may include in-class assessments, oral presentations, or other methods demonstrating student understanding.
- Monitoring and Supervision: Teachers will monitor student use of AI tools and guide as needed.
- Stay Informed: Teachers will stay up-to-date on the latest developments in AI and its potential impact on education.

V. Consequences of Policy Violations:

Violations of this policy will be addressed according to the school's existing disciplinary procedures, which may include:

- Warning
- Loss of privileges
- Detention
- Suspension
- Expulsion
- Referral to appropriate authorities
- Failure of the assignment

VI. Review and Updates:

This policy will be reviewed and updated regularly to reflect the evolving landscape of AI technology and its implications for education.

VII. Student and Parent Acknowledgement:

Students and parents must acknowledge reading and understanding this AI policy.

VIII. Reporting Concerns:

Students and staff are encouraged to report any concerns about the misuse of AI to a teacher, counselor, or administrator.

SCHOOL HEALTH SERVICES

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong. The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, middle school, or high school or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

The State Department of Education and the Ohio Department of Health requires each child before entering school to have the following immunizations:

DPT: 4 doses or more (a 5th dose will be required if the 4th dose was administered prior to 4th birthday)

Tdap: 1 dose prior to entering 7th grade

POLIO: 3 doses or more (the final dose must be administered after the 4th birthday)

MMR: 2 doses

HEP B: 3 doses

VARICELLA: 2 doses (Grades K-6) & 1 dose (Grades 7-10)

MENINGOCOCCAL (MCV4)

Grade 7- 1 dose prior to entry

Grade 12- 2 doses prior to entry (if first dose was given after the 16th birthday a 2nd dose is not required)

Lice Policy:

Students with live lice found will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend.

The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that have live lice will be checked in 7-10 days from initial treatment. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

Communicable Diseases:

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well and has not had a fever for 24 hours
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from the start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4°F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have a rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling weeping blisters on hands
9. **Head Lice:** Excluded from school until after treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance, administration of any medication will be done in compliance with the following:

- Prior to dispensing any type of medication (to include natural/herbal & over-the-counter), written permission must be received from the parent(s) and physician of the student and shall include:
 - a. Medication Administration form filled out & signed by the physician indicating the exact dispensing instructions. The dispensing instructions cannot exceed the recommended dosage on the manufacturer's labeled package.
 - b. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
 - c. New Medication Administration forms must be completed & signed when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
 - d. Each medication must have their own Medication Administration form. Medication **cannot be** combined on the same Medication Administration form.
 - e. The medication must be received from an adult (students can not carry in medication) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe

medication. The label on the prescription container must state the child's name and dispensing instructions. All medication tablets that must be split, needs to be done prior to the school receiving the medication.

f. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

Metered dose inhalers & epi-pens (grades 3-12 allowed to self-carry)

a. Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. Students have the right to possess and use only in an emergency an epinephrine auto injector to prevent the anaphylactic response to a severe allergy.

b. The right applies at school or at any activity, event or program sponsored by or in which student's school is a participant.

c. The Authorization for Student Possession form **must be on file in office** in order for a student to possess an inhaler or epi-pen. This is a state law from the Ohio Revised Code.

d. Any student that has an inhaler or epi-pen at school must have an action plan on file with the school nurse. **A second epi-pen must be stored in the clinic for that student.**

SCHOOL OPERATING POLICIES & PROCEDURES

ACCIDENTS

All students are required to have an Emergency Medical Form completed by the parents or guardians that will be on file in the school office. In the case of serious injury or illness, the student's parents or guardians will be notified. If the parents cannot be contacted, the school will refer to the medical form, and proper attention will be given to the child.

ACTIVITY ELIGIBILITY

Each student participating in a school activity will be informed of the proper behavior, both in and out of school, expected by the particular advisor or coach. Students that fail to follow the advisor's standards may not be allowed to participate. Parents will be informed of dismissal from a school activity.

ANNOUNCEMENTS

Announcements for the day will be made over the public address system each morning and at the end of the school day.

BICYCLES

Bicycles are to be parked, upon your arrival, in the space provided located near the main entrance and should remain parked until the close of the school day. It is recommended that you use a bicycle lock on a daily basis to secure your property.

BUSES

Riding the bus is a privilege, not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in the assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep your head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

Failure of a student to follow these regulations will result in consequences.

ALTERNATE BUS STOP PROCEDURES

The Orrville City School District has established the following guidelines and procedures to comply with Ohio Revised Code Section 3301-83-13 (school bus routes and stops). In addition, these guidelines and procedures allow us to provide a safe and

efficient system for transporting children to and from school. Parents/guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are frequently changed.

Guidelines and Procedures for Requesting an Alternate Bus Stop

Unless the district receives the appropriate request from students who are eligible for bus transportation services, they will be picked-up and dropped-off at their assigned stop based on their district residence. Alternate stops must be within the Orrville City School District boundaries, must be outside of the district's walk boundaries, and along an existing route. Only one pick-up and one drop-off will be assigned. If varied daily arrangements are needed, it will be the parent's/guardian's responsibility to provide them.

Parents/Guardians may request an alternate pick-up or drop-off (ex: childcare provider) if:

- The request form is received by the transportation department at least two weeks prior to the beginning of school.
- The alternate location is for five days per week for at least a semester.
- The request form is filled out completely.
- There is available space on the bus.

Requests for alternate pick-up and drop-off locations made after the first day of school may be granted at the discretion of the transportation supervisor provided the following conditions are met:

- The request is received at least five days prior to the requested start date.
- The alternate location is for five days per week for the remainder of the semester.
- The request form is filled out completely.
- There is available space on the bus.

Guidelines for Emergency/Urgent Requests

Requests for alternate pick-up and or drop-off location on a temporary basis for extenuating circumstances will be granted if:

- The request is made as a result of the parent/guardian or childcare provider being absent or unavailable and alternative arrangements must be made for the safety/welfare of the child.
- There is space available for the child to ride the bus.
- The request is made 24 hours in advance.
- The request form is filled out completely.

NOTE: Transporting children to recreational activities such as birthday parties, sleepovers, or parent/ babysitter vacations do not apply

CAFETERIA

We strongly urge your child to purchase the school lunch, or he/she may bring his/her lunch to school. Students who purchase school lunches will have a food service receivable account, which permits lunches to be paid in advance. Students will carry less money, lines will move faster, and those students receiving free or reduced lunches will be confidential. Students are not permitted to leave the school grounds for lunch unless they receive special permission from the principal. Students should go quietly to the cafeteria, deposit trash in wastebaskets and return all trays and utensils to the proper area. Food must remain in the lunchroom. Leave the tables and floor in clean condition.

Meal Charge Policy

The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

Meal Charge Policy Goals:

- To establish a consistent district policy regarding meal charges and collection of charges
- To treat all students with dignity and respect in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

Meal Charge Limits:

- When a student has reached the charge limit they will be given an alternative lunch until the negative balance is paid in full. They will not be served breakfast.
- An alternative lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.
- Parents/guardians will be notified of negative balances by letters sent home with the students or mailed home.

- Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges will be carried over to the next school year.

Middle School and High School Meal Charge Limits:

- Paid lunch status students may charge up to \$31.50 (equivalent of 7 lunches and 7 breakfasts)
- Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)

Payment Options:

- Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
- Parents/guardians may also use an on-line payment service made available to you called MySchoolBucks. This user-friendly system offers various options for parents/guardians to make on- line payments for lunch and breakfast purchases. For more information go to myschoolbucks.com.

Free/Reduced School Meal Applications:

- If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status.
- Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1st prior to the new school year or during the course of the school year.

Lunch Account Refunds:

- A written request for refunds for a withdrawn or graduating student must be sent to the following: Orrville City Schools Director of Operations 815 North Ella Street Orrville, OH 44667
- Parents/guardians may request that remaining funds from a seniors account be transferred to a siblings account.

CHANGE OF ADDRESS OR PHONE NUMBER

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms <https://orrville-oh.finalforms.com/> immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

PARENT-TEACHER CONFERENCES

It is the philosophy of Orrville Middle School that conferences between parents and school personnel, to discuss academic and behavioral concerns, be encouraged. To arrange a conference, simply call the school office for an appointment. In addition, two days are set aside in the fall and one day in the spring specifically for parent-teacher conferences. These are announced at the appropriate times.

CUMULATIVE RECORDS

All records of middle school students are kept in the principal's office. Authorized personnel will make these records available to you upon request.

DISASTER DRILLS

Fire Drills:

Each classroom has a planned fire escape route. Listen carefully to the classroom teacher, read the posted signs and become familiar with the exit you will be expected to use in case of an emergency or a fire drill. During a fire drill, students are expected to remain calm and exit the building by **walking** as quickly as possible. There should be **no talking** while exiting the building. Remain in a group outside with your classroom teacher while attendance is taken. Wait until the signal to enter the building, and **return to your room without talking**.

Tornado Drills:

A tornado drill has a certain procedure to be followed. Your classroom teacher will explain this procedure. Things to remember during a tornado drill:

1. Know the designated area for each classroom (posted in each room).
2. Move to that area quickly and efficiently.
3. No talking at any time during the drill.

FEES

Fees are necessary, in some instances, to defray the cost of art supplies, workbooks, additional publications, etc. Unless special arrangements are made with the principal, all fees should be paid as soon as possible. All fees must be paid before grade cards are released.

FINES

Throughout the school year certain activities or acts can result in the student being assessed a fine. Fines are assessed for overdue or damaged library books, damaged or lost textbooks or chrome books, and for acts of vandalism.

HALLWAYS AND HALL PASSES

1. Students should remain to the right when walking down the hall.
2. Running is not allowed!
3. Students should be using Smart Pass for leaving the classroom for any purpose.

INCLEMENT WEATHER PROCEDURE

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following radio and television stations:

WKYC Ch. 3 NBC / WEWS Ch. 5 ABC / WJW Fox 8 News / WQKT 104.5FM

Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions.

Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

Two-Hour Delay Procedures

- The Orrville City School district will use a two-hour opening delay in the event of inclement weather.
- Under a two-hour delay scenario, all schools will begin the day two hours later than the normal starting time. For example, under a two-hour delay, the middle school will start at 9:45 am rather than 7:45 am. All other buildings will begin the school day two hours after their regular start time.
- All morning pick-up times from our transportation department will be two hours later than normal.

GRADE CARDS

Report cards are available in a pdf format in Parent Access (online account) one week after the end of the grading period. Fifth and Sixth grade report cards will also be sent home. Parents of students who have a D or F on their report card will also receive a copy in the mail. Likewise, interim progress reports will be mailed home if a student has a D or F.

LIBRARY PROCEDURES

1. The library is a reading room, which must be QUIET and ORDERLY.
2. Books may be signed out for *two-week* periods of time. Reserve books are overnight.
3. Since library materials belong to the school, you have a responsibility in caring for them. You will be expected to pay for any materials you damage or lose.
4. Books must be returned on or before the date due. You may renew them if you need more time.
5. FAILURE TO COMPLY WITH PROCEDURES WILL RESULT IN LOSS OF LIBRARY PRIVILEGES.
6. The reading you do is a very important part of your education. Make the very best use of your school library, as there are many interesting materials for you to explore.

LOCKERS AND LOCKS

All lockers are property of the Orrville Board of Education. Lockers are provided to the student for storage of school supplies and coats. Following are rules applying to lockers:

1. All books and valuables should be kept in your lockers when not in use.
2. Students who participate in after-school activities are reminded to take all books and belongings with them at the end of the school day.
3. Do not divulge your locker combination to other students. Keep your locker locked at all times.
4. It is recommended that students not go to their lockers when changing periods. All morning books and materials should be gathered before the first period and returned at lunchtime. All afternoon materials should be gathered following their lunch period.
5. Members of the school staff may conduct a general search of school property at any time.
6. Items, which can be used to disrupt or interfere with the educational process, may be temporarily removed from student possession.
7. Illegal items (weapons, explosives, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
8. Students found tampering with other pupils' lockers or having possession of others' belongings could be subject to suspension from school.
9. The administration reserves the right to hold periodic locker inspections for cleanliness, for lost/stolen/misplaced books or other school property.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner through identification can claim them.

SAFETY CONDITIONS

1. Children should be encouraged to use crosswalks that have been provided for their safety by the city.
2. We practice safe evacuation of the building six times per school year for fire drills.
3. We hold tornado drills monthly during severe storm season (March/April).

SCHOOL PROPERTY/CARE

This is your school building and you should appreciate it and take pride in its appearance. Writing on desks, walls, textbooks, etc., is not allowed. Students are expected to restore damaged property and equipment and will be held responsible for undue damage or loss of school property. The school will contact the student's parents and/or proper legal agency if necessary.

STUDENT COUNCIL

The Orrville Middle School's student council is an educational instrument designed to provide actual learning experiences in leadership and opportunities for practice in the qualities of good citizenship necessary for an effective membership in a democratic society. It also sponsors and participates in activities that promote the welfare of the school community, promotes better understanding between students and faculty, stimulates school spirit, considers problems brought to council by students, and encourages communication with all in the student council community. Student council representatives are elected by their homerooms at the beginning of each year.

STUDY HALL

Study halls are to help you complete your daily assignments. You are to sit in your assigned seat. You must have a pass to leave the room at any time. Students must take schoolwork to study hall.

TELEPHONE

Classroom telephones are to be used by staff members. The office phone may be used for EMERGENCIES ONLY and only during the school day.

TOYS AND NOVELTIES

A student shall not bring personal property items to school without specific permission from the teacher or principal. This includes, but shall not be limited to, the following items: **Toys, radio/music players, electronic games, trading cards, skateboards, animals or any special items to be shared or brought for display purposes (unless prior approval is received from the school)**

VISITORS

All visitors must report directly to the main office when entering the building. Students will not be permitted to bring guests to attend classes or have lunch during the school day. This pertains to both family guests and friends. If you believe you have a special circumstance, present it to the principal.

WITHDRAWAL

If you are withdrawing from the Orrville City School District for any reason, please notify the office as soon as possible.

WELCOME TO ORRVILLE ELEMENTARY SCHOOL

Orrville City School District
815 North Ella Street
Orrville, OH 44667
330-682-5811

Orrville Elementary School
605 Mineral Spring Street.
Orrville, OH 44667
330-682-1851

District Staff:

Dr. David Toth, Superintendent
Mr. Joe Shumar, Treasurer
Mr. Jay Bishop, Assistant Superintendent
Mr. Joe Rubino, Director of Student Services
Mrs. Amy Wilson, Director of Teaching & Learning
Mrs. Deb Byrnes, Food Services Supervisor
Mr. Matt Wyatt, Transportation Supervisor
District Website: www.orrvilleschools.org

OES Building Staff:

Mrs. Ashley Millsaps, Principal
Miss Katie Swejk, Assistant Principal
Mrs. Elizabeth Wallace, Secretary
Mrs. Angela Rossiter, Guidance Counselor
Ms. Kelly Ryan, Student & Family Program Coordinator
Mrs. Jessica Dravenstott, Nurse
Building Website: <https://orrvilleschools.org/elementary-school/>

Welcome to Orrville Elementary School. We hope this handbook will help you understand some of the policies and practices of our school. It provides important information concerning school procedures and rules, and it allows for communication between home and school. Please take time to read over the information in the handbook. Parents are encouraged to read our biweekly Principal Message, sent via Final Forms. As partners in education, we encourage your full participation in your child's learning. Parents are encouraged to become involved by helping with homework, volunteering at school, and participating in PTO. We extend our best wishes to both parents and students that together we may enjoy a most successful school year. A positive attitude combined with efficient communication practices should help us all achieve our goals and objectives.

MISSION OF ORRVILLE CITY SCHOOLS

The mission of the Orrville City School District in partnership with parents and the community is to inspire all students to become successful and lifelong learners and to be prepared to responsibly contribute in our community and society.

OES SCHOOL SONG

OES we work hard and do our best. Caring and responsible; Riders pass the test!
OES we are safe and show respect. We are kids of character; Riders lead the rest, YES!

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students should arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from a staff member.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The school may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of any questions or concerns that may help staff better accomplish the goal of educating their child.

STUDENT WELL BEING

Student safety is the responsibility of students, staff and parents. Staff members are familiar with emergency and accident procedures. If a student is aware of any dangerous situation or accident, he/she should notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School Office. Students with specific health care needs should deliver a written notice of such needs, along with physician documentation to the School Nurse.

Problem Solvers for Orrville Elementary School

If you have a problem or concern in regard to any of the following areas, please contact the person or office indicated below:

Problem	Problem-Solver
Bus Concern	Transportation Supervisor – Mr. Wyatt 330-682-2836
Discipline Issues	Principal or Assistant Principal
Early Dismissal & Attendance	Secretary
Cafeteria & Free/Reduced Lunch	Food Service Supervisor - Mrs. Byrnes 330-682-9761 Lunch account at OES - Mrs. Gray 330-682-1851
Bullying, Harassment	Guidance Counselor
Homework Request- must be made before 1:00 each day	Secretary
Lost and Found	Guidance Counselor
Report Card Questions/Interims	Classroom Teacher
School Fees and Paperwork	Secretary
Textbooks	Classroom Teacher

GENERAL SCHOOL RULES

All elementary students follow three basic school rules. These rules are followed in every location of the buildings. The students pride themselves on following their “**Red Rider Promise**” and **The Three B’s**:

1. Be Respectful
2. Be Responsible
3. Be Safe

We will continue to use our “color-coded” behavior system as we have in the past. The color system is a tool that enables the student, teacher, and parent to monitor the child’s behavior and then respond appropriately. Each day, your child will bring home his/her behavior color found in the calendar at the front of their planner or folder. The colors and the consequences for each color that OES has established are:

- Pink-Outstanding
- Purple-Great Job
- Blue-Good Day
- Green-Ready to Learn (All students start on Green each day)
- Yellow-Stop and Think
- Orange-Stop and Think (Classroom consequence and parent notification by teacher)
- Red –Parent Contact (Visit the principal and parent notification)

The procedure when a student reaches the color orange is:

1. Student will sit on playground bench and miss recess. The teacher will share with parent the information about why the student reached orange.
2. Student will color his/her behavior calendar orange.
3. Student may be issued a lunch detention and miss recess.

The procedure when a student reaches the color red is:

1. If all of the above has been implemented and the student is still having difficulty, then an additional intervention referral form will be completed and will accompany the student to the principal’s office.
2. The principal will then phone the parent, explain what rule was broken, and what consequence will be given.
3. The student will take home his/her calendar colored red.

HOMEWORK

Homework will be assigned by the classroom teacher as needed. The Homework Opportunity Program (HOP) will be available at OES during the lunchtime recess period. This program allows students to complete homework assignments with help from a staff member.

CHEATING

Should any student be guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent and the office immediately of the incident. Further disciplinary action may result.

PLAYGROUND RULES

Safety is our main concern on the playground. Playground supervisors will not permit activities that appear hazardous or cause injury. The playground rules also follow student’s “Red Rider Promise” and THE THREE B’s: Be Respectful, Be Responsible, and Be Safe. Any child who misbehaves will, at the discretion of the playground supervisor and principal, be removed from the playground for such time as deemed necessary.

BIRTHDAY CELEBRATIONS AT SCHOOL

Students may bring a small treat to celebrate their birthday with the class if they wish. All treats must be pre-packaged with ingredients clearly labeled. No homemade items will be served. Although we understand many want to “have a party” at school with their school friends, we want to keep the treat to a minimum. Bringing in whole cakes that need to be cut and served, pizza for the class or other large items are discouraged. Many teachers like for the treat to be shared at lunch, so a small cookie, piece of candy, or fruit would be a great choice. Thank you for understanding that we want students to be able to celebrate their special day with as little interruption to classroom time as possible.

TOYS & NOVELTIES

A student shall not bring personal property items to school without specific permission from the teacher or principal. This includes, but is not limited to, the following items: *Cell phones or other electronic devices, toys, trading cards, skateboards, animals or any special items to be shared or brought for display purposes (unless prior approval is received from the school)*. Students are not permitted to buy, sell or trade any items at school or on the school bus that are not school sponsored. Please note that the school will not be held liable for lost or stolen personal property.

BEVERAGES

Caffeinated beverages such as coffee, PRIME, pop, etc. are not permitted.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Students are not permitted to ride bicycles, scooters, or skateboards to school.

BACKPACKS

Backpacks on wheels are not permitted at Orrville Elementary School. Standard size backpacks are recommended. Large backpacks are a safety issue on our school buses, as students are required to hold their backpacks on their laps to keep the bus aisle clear.

DRESS CODE

Neatness, cleanliness, modesty, and appropriateness of dress are basic to the well being of a student. Students attending Orrville Schools are expected to dress according to the following guidelines while attending school or school-related activities.

1. Students should be clean and neat and wear appropriate clothing at all times. Hair must be well groomed and clean.
2. Slacks, skirts, dresses or shorts of an appropriate length are acceptable school attire for girls. Sundresses with thin spaghetti straps are not acceptable school attire. Both boys and girls are permitted to wear jeans if they are not extremely threadbare or ripped. Shorts should only be worn at appropriately warm temperatures.
3. Jackets, undershirts, halter-tops, midriff shirts, tank tops worn alone, and tight-fitting body shirts are not acceptable school clothing.
4. Decorative patches and shirts with writing which border on poor taste, including those with alcohol and tobacco, are not acceptable.
5. Flip flops and sandals that do not have a heel strap should not be worn.
6. Shoes with wheels in them are not permitted at school.

OES DAILY TIME SCHEDULE

The Elementary school day is 8:50 a.m. - 3:20 p.m. You are welcome to visit the school office during the hours of 8:00 a.m.-4:00 p.m. You may call the school earlier at 330-682-1851 and leave a message when calling a student off for the day. Students may arrive for drop-off no earlier than 8:40 a.m., using door #3 or #4. These doors lock at 8:50 am. If you arrive after 8:50, please bring the student to main office door #1.

All students will be dismissed at dismissal time. Dismissal time and procedures are as follows:

Kindergarten dismissal is at 3:00 using door #2 for parent pick-up. Parents need to display last name in the car window for ease of pick-up.

Grades 1 dismissal is at 3:10 using door #2 for parent pick-up. Parents need to display last name in the car window for ease of pick-up.

Grades 2 dismissal is at 3:10 using door #3 for parent pick-up.

Grades 3 and 4 dismissal is at 3:15 using door #3 for parent pick-up.

****Students in grades 2-4 will be dismissed with Kindergarten and/or First Grade if they have siblings in grades K/1 or leaving with students in grades K/1 such as with a babysitter, etc.****

All students will be dismissed together by bus from the cafeteria as buses arrive.

Breakfast is available from 8:40 a.m. to 8:50 a.m. each day. Students should not arrive at school before 8:40 a.m. Students arriving after 8:50 a.m. will not be served breakfast.

Student Day Schedule

8:50 a.m. – School begins for students. Any student arriving after 8:50 a.m. is marked as tardy and must report to the office to sign in.

11:00-1:00 p.m. – Lunch and Recess for students. Detailed schedule and times will be sent home in August.

3:00 p.m. – Kindergarten Dismissal

3:10 p.m. – Grades 1-2 Dismissal

3:15 p.m. – Grades 3-4 Dismissal

SCHOOL ARRIVAL AND DEPARTURE

School begins at 8:50. Students walking or being dropped off will not be permitted to enter the building before 8:40 a.m. All students will be dismissed at their grade level time, unless they are involved in a scheduled after-school activity. All students are expected to leave the school grounds immediately following dismissal. A student arriving after school begins at 8:50 or leaving before the day ends must sign in/out at the office. Parents or guardians picking up students may be asked to show a photo ID if we do not recognize you. Please inform all emergency contacts who have permission to pick up your students to always bring a Photo ID in case it is required. No child will be released to an unknown person without authorization from the parent or guardian.

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on his/her own behalf.

ATTENDANCE

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

- 1) The parent will call the school by 9:30 in the morning. The school will notify the parent if not called off.
- 2) The call should state the student's name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
- 3) The student will be responsible for all schoolwork missed. Please do not call the office after 1:00 to request homework being made available by the end of the school day.

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs.

1. The person receives a diploma or certificate of high school equivalence granted by the Board or other governing authority indicating such student has successfully completed all state and local requirements.
2. The person receives an age and schooling certificate (work permit) and is enrolled in an educational program meeting the requirements of State law.
3. The person is excused from school under standards adopted by the State Board of Education pursuant to State law.
4. The person is exempt from compulsory attendance through a home education program.

The parent(s) of any person that is of compulsory school age must send such person to school unless he/she is excused or exempt as listed above.

REASONS FOR EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

EXCESSIVE ABSENCE

HABITUAL TRUANCY

<p>If a student is absent (excused or unexcused):</p> <ul style="list-style-type: none"> • 38 or more hours in one school month, or • 65 or more hours in one school year <p>Then the following step is taken:</p>	<p>Student is absent (unexcused) for:</p> <ul style="list-style-type: none"> • 30 or more consecutive hours, or • 42 or more hours in one school month, or • 72 hours in one school year <p>Then the following steps are taken:</p>
<p>A written notice is provided to the parent within 7 calendar days of the triggering absence.</p>	<p>1. Student is assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up a parent, a principal and a guidance counselor.</p>

School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.	2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services.
	3. Within 14 school days of assignment, the team must develop an absence intervention plan.
	4. Within 7 school days of the plan's development, the school will provide written notice of that plan to the parent.
	If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation).

FAMILY VACATIONS/PRE-EXCUSED ABSENCES

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office or on the school website prior to the vacation. It is also the responsibility of the parent to notify the student's teacher of the absence, and to request work. In order to receive credit for all assignments, the students must turn work in the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

TARDINESS TO SCHOOL

Students who are late to school must report directly to the Main Office and be signed-in by a parent or guardian. Tardiness is defined as any student arriving at school after the start of the school day (8:50 am). Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes.

LEAVING SCHOOL

UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.

If a student becomes ill during the school day, he/she must report to the office. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

VISITING SCHOOL

We invite you to visit the school. For the safety of our students and staff, all visitors must come to the main office and sign in. Conferences should be arranged in advance at a time when the teacher does not have a child or children in the room or is not on duty elsewhere. Parents are not to visit classrooms unannounced. Please make an appointment with the teacher.

SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proofs of residence.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;

3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

Transfer of School Records

"School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

When the District receives a request for a student's records from another district or chartered nonpublic school to which that student has transferred, the District will either transfer the records within five school days or provide a statement to the requesting district or school that the District has no record of the student's attendance.

Except as required by law, the District may withhold a student's school records if there is \$2,500 or more of outstanding debt attributed to the student. The District will transfer the student's school records within five school days once the debt is paid.

Interstate Compact on Educational Opportunity for Military Children

The District complies with all provisions of State law for the enrollment, admission, placement and graduation for children of military families.

ADMISSION OF HOMELESS STUDENTS

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;
2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;
3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;
4. it provides training opportunities for staff on identifying and serving homeless students;
5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency or other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;
6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to nonhomeless students and

- homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

CHANGE OF ADDRESS OR PHONE NUMBER

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms <https://orville-oh.finalforms.com/> immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The District may withhold a student's school records, except as provided in State law, if there is \$2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five school days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

ELEMENTARY FEES (K-4)

A letter will be sent home at the beginning of the school year notifying parents of the fees owed.

LUNCH FEES AND MEAL CHARGE POLICY

The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes, the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

Meal Charge Policy Goals:

- To establish a consistent district policy regarding meal charges and collection of charges
- To treat all students with dignity and respect in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

Meal Charge Limits:

- When a student has reached the charge limit they will be given an alternative lunch until the negative balance is paid in full. They will not be served a breakfast.
- An alternative lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.
- Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for Senior's will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

Elementary School Meal Charge Limits:

- Paid lunch status students may charge up to \$28.00 (equivalent of 7 lunches and 7 breakfasts)
- Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)

Payment Options:

- Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
- Parents/guardians may also use an on-line payment service made available to you called My SchoolBucks. This user-friendly system offers various options for parents/guardians to make on-line payments for lunch and breakfast purchases. For more information go to myschoolbucks.com.

Free/Reduced School Meal Applications

- If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status. • Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1st prior to the new school year or during the course of the school year.

Lunch Account Refunds:

- A written request for refunds for a withdrawn or graduating student must be sent to the following:
Orrville City Schools, Director of Operations, 815 North Ella Street Orrville, OH 44667
- Parents/guardians may request that remaining funds from a seniors account be transferred to a siblings account.

*This institution is an equal opportunity provider

BUS REGULATIONS/RULES

Safety procedure for Kindergarten students: Parents/Guardians of Kindergarten students must be present at the bus stop in the morning (am) and afternoon (pm). Kindergarten students will not be permitted off the bus in the afternoon, unless a parent or designated guardian is present. Riding the bus is a privilege, not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

Failure of a student to follow these regulations will result in the following consequences:

Bus Discipline Procedures:

1st Incident: Bus Conduct Report Issued and sent to the building principal. Student will move their clip to yellow and a copy of the report will be sent home.

2nd Incident: Bus Conduct Report Issued and sent to the building principal. Lunch detention issued. A copy is sent home.

3rd Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 1 day. Report is sent home.

4th Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 3 days. Report is sent home.

5th Incident: Bus Conduct Report is issued and sent to the building principal. Student loses bus privileges for 5 days.

6th Incident: Parents must meet with school principal to determine loss of bus privileges for the remainder of the year.

*Please note that in addition to any consequences given regarding bus privileges, our school rules will be applied.

ALTERNATE BUS STOP PROCEDURES

The Orrville City School District has established the following guidelines and procedures to comply with Ohio Revised Code Section 3301-83-13 (school bus routes and stops). In addition, these guidelines and procedures allow us to provide a safe and efficient system for transporting children to and from school.

Parents/guardians, childcare providers and the general public must be aware that the safety of students can be compromised when bus routes and stops are frequently changed.

Guidelines and Procedures for Requesting an Alternate Bus Stop

Unless the district receives the appropriate request from students who are eligible for bus transportation services, they will be picked-up and dropped-off at their assigned stop based on their district residence. Alternate stops must be within the Orrville City School District boundaries, must be outside of the district's walk boundaries, and along an existing route. Only one pick-up and one drop-off will be assigned. If varied daily arrangements are needed, it will be the parent's/guardian's responsibility to provide them.

Parents/Guardians may request an alternate pick-up or drop-off (ex: childcare provider) if:

- The request form is received by the transportation department at least two weeks prior to the beginning of school.
- The alternate location is for five days per week for at least a semester.
- The request form is filled out completely.
- There is available space on the bus.

Requests for alternate pick-up and drop-off locations made after the first day of school may be granted at the discretion of the transportation supervisor provided the following conditions are met:

- The request is received at least five days prior to the requested start date.
- The alternate location is for five days per week for the remainder of the semester.
- The request form is filled out completely.
- There is available space on the bus.

Guidelines for Emergency/Urgent Requests

Requests for alternate pick-up and or drop-off location on a temporary basis for extenuating circumstances will be granted if:

- The request is made as a result of the parent/guardian or childcare provider being absent or unavailable and alternative arrangements must be made for the safety/welfare of the child.
- There is space available for the child to ride the bus.
- The request is made 24 hours in advance.

- The request form is filled out completely.

NOTE: Transporting children to recreational activities such as birthday parties, sleepovers, or parent/ babysitter vacations do not apply.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If an emergency arises, transportation by private vehicles is permitted only in extenuating circumstances and if previously approved by the appropriate administrator. The driver must present evidence that the vehicle and the driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

If it is necessary to use private vehicles on a routine basis, evidence must be presented to the appropriate administrator that the vehicle, driver and purpose meet the requirements in Ohio Administrative Code for transportation in vehicles other than school buses, and that the driver is listed as a certified van driver by the Ohio Department of Education. The Board may procure accident insurance covering all pupils and other authorized passengers transported under the authority of the Board. This excess insurance provides compensation for injury or death to any student or authorized passenger caused by any accident arising out of or in connection with the operation of a private vehicle transporting students and other authorized passengers. The amounts and terms must be agreed upon by the Board and the insurance company.

EMERGENCY PROCEDURES

Fire Drill:

Students are to locate all fire exits and familiarize themselves with the safe areas of the building in case of a fire alert. The fire alarm will be sounded in case of a fire in the building. Students are expected to be quiet during the alarm and follow all directions given by their teacher. Students are not to re-enter the building as long as any lights are still flashing. Fire drills will be practiced in accordance with Ohio Revised Code.

Tornado Drill:

In the case of a tornado alert, the warning will be given over the PA system. Once again students must remain quiet and follow all directions given by their teacher.

Lockdown Drill:

Lockdown drills will be practiced, and by state law, one drill will include local law enforcement officials. All doors will remain locked until the completion of the drill. Students will remain quiet at all times. Only directions given by school personnel and/or safety personnel will be followed.

All emergency drills will be practiced at various times throughout the year!

SAFETY CONDITIONS

1. Children are encouraged to use crosswalks that have been provided for their safety by the city and to obey the safety rules.
2. We practice safety drills once a month in our buildings.
3. We hold tornado drills monthly during severe storm season.

HARASSMENT, INTIMIDATION, BULLYING

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Ohio's school safety tip line 844-SaferOH

- Gives students, parents, teachers, and school administrators a way to *anonymously* report student safety threats to school officials and law enforcement officers-whether they involve a potential incident of mass violence, a suicide threat or the bullying of a single student.
- Research shows that in 81% of violent incidents in U.S. school, someone other than the attacker know something but didn't report it for fear of being identified. This is why former Gov. Kasich asked Ohio's law enforcement and education leaders to establish the confidential Safer OH tip line.
- The tip line will serve the community 24 hours a day, whenever a student or concerned adult senses a threat to student safety. **The call center guarantees the anonymity of the person who calls or texts.** Tip line workers may ask for additional information, but the one who calls or texts may remain anonymous or leave contact information for follow-up.
- Trained professionals at Ohio Homeland Security's Threat Assessment and Prevention (TAP) unit answer all calls and texts to 844-SaferOH. When action is needed, TAP staff immediately forward information to the school staff member you designate. Local law enforcement agencies or others may be notified, if the situation warrants. Tip line staff will follow up quickly with the affected school and law enforcement to make sure the incident was investigated and the outcome was tracked.

SCHOOL HEALTH SERVICES

The Board recognizes the responsibility of the schools to help protect the health of students. The services of a nurse or nurses are available to the District. The principal is responsible for the administration of the health program in his/her school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s) on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong. The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, jr. high, or high school, or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or is in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

The State Department of Education and the Ohio Department of Health requires each child before entering school to have the required number of Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (chicken pox) immunizations according to their age. The nursing staff can provide specific information and answer any questions you may have regarding immunizations for school.

Lice Policy:

Students found with live lice will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend. The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that are infested with live lice will be checked in 7-10 days from initial treatment.
7. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

Communicable Diseases:

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well, has not had a fever for 24 hours, and cough and drainage are not profuse
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4 F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling, weeping blisters on hands
9. **Head Lice:** Excluded from school until after pesticide treatment is applied & no live lice found
(See Lice Policy)
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.

14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication

Bloodborne Pathogens

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.*

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following:

Prior to dispensing any type of medication, written permission must be received from the parent(s) and physician of the student and shall include:

1. **All** medications must have a Medication Administration form (also available on-line) filled out & signed by the physician and parent indicating the exact dispensing instructions.
2. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
3. New Medication Administration forms must be completed & signed (if prescription) when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
4. **Each** medication must have its own Medication Administration form. Medication can not be combined on the same Medication Administration form.
5. The medication must be received from an adult (**students may not bring medication**) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. Any medication tablets that must be split needs to be done prior to the school receiving the medication.
6. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

Exclusion From Class Due to Illness or Injury

All students are expected to participate in Physical Education class and recess. Students may be excluded from these activities only when a written excuse from a Physician is provided. Students excluded from participation in Physical Education class are also excluded from recess.

INCLEMENT WEATHER PROCEDURE

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following radio and television stations:

WKYC Ch. 3 NBC / WEWS Ch. 5 ABC / WJW Fox8News / WQKT 104.5FM

Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions.

Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

TWO HOUR DELAY

A 2-hour delay means that school will start 2 hours later than the usual 8:50 start time, at 10:50 am. Students will not enter the school until 10:40 am on the 2-hour delay days, and breakfast will not be served. All parent meetings scheduled for that morning will be cancelled and rescheduled at the earliest convenient time.

MISSING CHILDREN LAW

Birth certificates and student records must be presented to school officials at the initial entry time that the student enrolls in the Orrville City Schools. Should their records not be produced, within (14) days from date of entry, Ohio Law (ORC 2091.3, 3301.25) requires the school to notify the local law enforcement agency that the student may be a missing child.

In compliance with ORC 2091.3, 3301.25 et. al., parents shall provide the school a current home, work and emergency phone number, and must call the school to report student absences. (Please call between 8:45 and 9:30 am). If a student is not reported absent, a representative of the school will attempt to notify the parent/guardian of the absence. The notification of the absence will be by telephone or in writing on the day of the absence.

PARENTAL CUSTODY

If a court order exists concerning the legal custody of your child, please provide the school office with a copy of these directives and a letter indicating who has access to the child during the school day. This shall also be indicated on the Final Forms. The office will make copies for you, if needed. It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults.

Please send self-addressed stamped envelopes if student information is to be sent to an additional address.

PROGRESS REPORTS

Report cards for grades K-4 will be issued 4 times a year. Interim reports will be sent to any student who drops two or more letter grades in a grading period and to any student who is failing any subject. In addition to our report cards, we will have two parent/teacher conference dates per year.

Parents are welcomed and encouraged to schedule a conference with their child’s teacher whenever they feel the situation warrants a discussion concerning their child’s progress.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records.

Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, “D” or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student’s principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared” means that the principal, in consultation with the student’s teacher(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is an English learner who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC and the student’s Individualized Education Program (IEP) exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
 - A. The student is a child with a disability entitled to special education and related services under RC 3323.
 - B. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.
 - C. The student’s IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.

- D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
 6. A student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student be promoted to the fourth grade, regardless of whether the student is reading at a fourth grade level. A student who is promoted at their parent or guardian's request shall continue to receive intensive reading instruction in the same manner as a student retained under this section until the student is able to read at grade level.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

SMOKING

According to State law, the selling of cigarettes to children less than eighteen years of age is illegal. With this in mind, as well as recommendations from physicians that smoking can injure your health, smoking is not allowed by students in school or on the school grounds. This rule is upheld at school activities as well as during the school day. Any student found smoking, in possession of a lighted cigarette, or in the process of ridding himself/herself of a lighted cigarette to avoid disciplinary action, will be suspended from school.

INTOXICANTS

Any student found using, under the influence of, possessing or transmitting intoxicant substances on or in school premises will be subject to suspension from school. Intoxicant substances include alcohol, narcotic drugs, over-the-counter drugs, which have not been used in accordance with prescribed directions and/or a physician's recommendation, or any other mind-altering substance.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as State laws may occur.

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

Training, to provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, is provided by security on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

STUDENT CONDUCT CODE: DISCIPLINARY MEASURES AND PROCEDURES

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education has zero tolerance for, and will not tolerate, violent, disruptive, or inappropriate behavior by its students. A student's conduct while attending Orrville City Schools is expected to be of such a nature so as to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education—both curricular and extracurricular. A violation of the rules may result in disciplinary action, including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as a disciplinary alternative). No student shall be admitted during the period of his or her expulsion from another school. During an Out-of-School Suspension students will be responsible for all work missed. It is the responsibility of the student to acquire all homework assignments and complete them. It may not be possible to make up class participation activities. All missed assignments are due the day after the student returns and gathers the work. The student will make up tests and quizzes with the teacher. During the suspension/expulsion, the student shall not be permitted on school grounds or attend home or away events sponsored by the Orrville School District.

Rule 1: Violation of federal and state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bringing) of a firearm or knife on school property, in a school vehicle, or to any school sponsored events (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon.) The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.

Rule 2: Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages and other dangerous or illegal drugs.

Rule 3: Contributing to and encouraging disruptive behavior, including, but not limited to fighting.

Rule 4: Creating a disturbance

Rule 5: Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors and other employees of the district.

Rule 6: Intentional, negligent, or careless defacing, damaging, or desecration of school or private property.

Rule 7: Intentionally giving incorrect information to faculty, staff or other employees of the district.

Rule 8: Gambling

Rule 9: Use and/or possession of tobacco in any form

Rule 10: Intimidation of faculty, staff, employees, visitors or students of the district

Rule 11: Use of profane or vulgar language or gesture to the faculty, staff, employees, visitors, or other students of the district.

Rule 12: Theft

Rule 13: Cheating

Rule 14: Truancy

Rule 15: Tardiness

Rule 16: Leaving school property or any assigned educational location prior to specified dismissal

Rule 17: Inattention in class, study halls, or assemblies

Rule 18: Throwing food, liquids, or any article in the cafeteria.

Rule 19: The unauthorized throwing of any object, including snowballs

Rule 20: Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, 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. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket 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 superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or others items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Rule 21: Commission of an immoral act.

Rule 22: Willful violation of the student responsibilities as established by the Orrville Board of Education

Rule 23: Wrongly discharging an alarm system

Rule 24: Failure to pay tuition or other approved charges

Rule 25: Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day or during school activities.

Rule 26: Failure to serve assigned detention

Rule 27: Hazing and/or sexual harassment

Rule 28: Public display of affection

Rule 29: Being in an unauthorized school area

Rule 30: Lack of preparation and materials

Rule 31: Unauthorized uses, or use other than the specific assigned or approved purpose, or school voice, video, and technology.

SUSPENSIONS (see board policy)

Suspensions may be administered by the principal, assistant principal or other administrator. No suspensions are to exceed 10 school days. The administrator will give written notice of intention to suspend out of school and the reasons why to the student. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or his/her designee and has the right to challenge the

reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. Written notice of the suspension will be mailed or otherwise presented to the parent, guardian or custodian of the student and the Treasurer of the Board within 24 hours of the suspension.

REMOVALS (see board policy)

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to the direct, supervise or coach a student activity program may remove the student from the premises.

EXPULSIONS (see board policy)

Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of student for more than 10 days, but not more than one year.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Loans and/or Rentals of Furniture and Equipment

1. Loans and/or rental of Board-owned furniture and equipment is discouraged for the following reasons:
 - A. Unrestricted loans or rental would encourage unlimited borrowing or renting of items, requiring a significant amount of time in transacting and monitoring the same.
 - B. There would be no assurance the users would know how to operate the equipment.
 - C. All equipment would have to be checked before and after being loaned or rented.
 - D. Teacher requests for equipment already out on loan would not be met.
 - E. Unsupervised use of expensive and delicate audiovisual equipment would require more maintenance repair.
 - F. Our insurance may not cover equipment not housed in Board-owned facilities.

Procedure

1. Rentals
 - A. All requests for loans or rentals are referred to the Assistant Superintendent. Each time a request is received, the person is given some of the above reasons for our hesitation to rent or loan equipment and asked if they have tried any other sources. If they have exhausted all other sources and their need appears to be a reasonable one-time request and the time(s) is available, the Assistant Superintendent indicates he/she will personally sign the equipment out and loan it to them.
 - B. Borrowers are informed that they must assume full responsibility for damage or loss.
 - C. This approach has limited the frequency of loan or rental requests and at the same time it has not seriously damaged the Board's public relations. It appears that the discretion that has been used has been fairly successful.
2. Reciprocation
 - A. We reciprocate with other school districts and agencies.
 - B. Loans between buildings within the District may take place only with the approval of the principals of the buildings involved.
1. Staff members
 - A. Staff members may remove equipment from the building under extenuating circumstances only with the approval of the building principal.
 - B. Each must assume the full responsibility for any damage or loss for any reason when removing equipment from a building.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search results in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches are conducted in the presence of another administrator or staff member.
3. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
4. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
5. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the police, if the police have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When the police remove a child from school, the administration will make an attempt to notify the parent(s).
7. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only discussed or read about.

Field trips—properly planned, supervised and integrated into the instructional program—are not to be considered “outings” or days off from school, but rather extensions of the curriculum.

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

To the extent feasible, community resource persons and organizations are involved in the planning and conducting of field trips, so that students may derive the greatest educational benefit from the trip.

Nonschool-sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for nonschool-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee's workday.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

Eligible Participants

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

1. Regular field trips are those trips which take place within the community or to places near enough so that the trip can be accomplished during one school day.
2. Extended field trips are:
 - A. trips of several days' duration when school is not in session (e.g., a trip to Washington, D.C.; language class trips to Canada and Mexico) or
 - B. trips within the state involving more than one day's time while school is in session.

Permission for extended field trips must be secured from the Superintendent, subject to approval by the Board.

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular or cocurricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission

Written permission from parent(s) must be obtained prior to any student's participation in each and every school-sponsored field trip.

Expenses

Field trips which are part of the instructional program and do not involve overnight stays may be paid for by the District.

Field trips which are part of the school's extracurricular activities (such as sports spectator trips, band trips, etc.) and/or trips which involve overnight stays usually involve some expense to the participating student. Care is taken by the administration to ensure that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student gifts and solicitations and student fund-raising activities. In no case may a student be prevented from participating in a field trip solely because of inability to pay.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set Districtwide regulations for field trips and each building principal to set rules for his/her school which comply with Board policy and District regulations.

COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities. The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.
12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days. Students absent from school for other reasons may not be permitted to participate in extracurricular activities on that date.
13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and State law.
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant
17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
18. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
19. Resident students receiving home education in accordance with State law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.
20. Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student; a student attending a nonpublic, community, STEM or STEAM school or a student otherwise enrolled in another district and the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is enrolled or participating in athletics:
 - A. Harassment, intimidation or bullying, as defined by Ohio Revised Code (RC) 3313.666.
 - B. A qualifying offense for which the school official, employee, volunteer or another student has been charged with, indicted for, convicted of or pled guilty to committing or is alleged to be or is adjudicated as a delinquent child for committing. A qualifying offense is defined as an offense or attempt to commit an offense of violence or a violation of RC 2907.07.
 - C. Conduct by a school official, employee or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.

A student attending a nonpublic, community, STEM or STEAM school or otherwise enrolled in another district who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

The Orrville City Schools Computer Network and Internet Acceptable Use Policy ("Policy") applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,
 - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
 - the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a Building Principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in

unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users’ personal activities or to activities that injure the District’s reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, and uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. **Specific Limits on Communication Over the District Network:**

- **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as “all district” or “all building” are reserved for administrative

use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

- **Electronic Signatures:** Users shall not legally verify documents or use “electronic signatures” in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.
- 13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.
- 14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
 - a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
 - b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.Such procedures or guidelines will be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in CIPA.
- 15. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., “hacking”) and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.
- 16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys’ fees) of any kind suffered, directly or indirectly, by any student arising out of that User’s use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
- 17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

ARTIFICIAL INTELLIGENCE (AI)

This policy outlines the responsible and ethical use of Artificial Intelligence (AI) tools and technologies within the Orrville Schools learning environment. AI is rapidly evolving and offers valuable opportunities for learning and innovation. However, it is crucial to establish clear guidelines to ensure its appropriate and equitable use. This policy applies to all students, faculty, and staff.

I. Definition of AI Tools:

For the purpose of this policy, AI tools include but are not limited to:

- **Generative AI:** Tools that create text, images, audio, or video based on prompts (e.g., large language models, image generators).
- **AI-powered learning platforms:** Software that adapts to individual student needs and provides personalized instruction.
- **AI-driven research tools:** Platforms that assist in data analysis, information retrieval, and research.
- **AI-enhanced productivity tools:** Software that uses AI to automate tasks, improve efficiency, or provide assistive features.
- **AI-powered translation and accessibility tools.**

II. Acceptable Use:

- **Educational Purposes:** AI tools should primarily be used for educational purposes, as directed by teachers and staff. This encompasses research, learning, creative projects, and skill development.

- **Teacher Supervision:** The teacher will define and control the use of generative AI for assignments.
- **Critical Evaluation:** Students are expected to critically evaluate the information and outputs generated by AI tools. AI is not always accurate or unbiased; students must verify information from multiple sources.
- **Proper Attribution:** When using AI-generated content (e.g., text, images), students must acknowledge the use of AI and, where possible, provide proper attribution. The teacher will dictate the method of attribution.
- **Assistive Technology:** AI tools that provide accessibility features (e.g., text-to-speech, speech-to-text) are encouraged for students with documented needs.
- **Data Privacy:** Students must respect data privacy and avoid sharing personal or sensitive information with AI tools.

III. Prohibited Use:

- **Academic Dishonesty:** Using AI to complete assignments or exams without proper attribution or teacher permission is considered academic dishonesty and will result in disciplinary action. This includes submitting AI-generated work as one's own.
- **Plagiarism:** Directly copying or paraphrasing AI-generated content without proper citation is plagiarism.
- **Creating Harmful Content:** Using AI to generate hateful, discriminatory, or inappropriate content is strictly prohibited.
- **Misinformation and Disinformation:** Intentionally using AI to create or spread false information is unacceptable.
- **Unauthorized Use:** Using AI tools in ways that violate school policies or local, state, or federal laws is prohibited.
- **Using AI to create content that impersonates other students or staff.**
- **Using AI to create content that violates another person's copyright or intellectual property.**
- **Uploading school or student personal information into a public AI that could compromise student or school safety.**

IV. Teacher Guidelines:

- **Clear Expectations:** Teachers will clearly communicate expectations regarding using AI tools in their classrooms.
- **Instruction on Ethical Use:** Teachers will educate students on the ethical implications of AI and the importance of responsible use.
- **Assessment Strategies:** Teachers will develop assessment strategies that account for the potential use of AI tools. This may include in-class assessments, oral presentations, or other methods demonstrating student understanding.
- **Monitoring and Supervision:** Teachers will monitor student use of AI tools and guide as needed.
- **Stay Informed:** Teachers will stay up-to-date on the latest developments in AI and its potential impact on education.

V. Consequences of Policy Violations:

Violations of this policy will be addressed according to the school's existing disciplinary procedures, which may include:

- **Warning:**
- **Loss of privileges:**
- **Detention:**
- **Suspension:**
- **Expulsion:**
- **Referral to appropriate authorities.**
- **Failure of the assignment.**

VI. Review and Updates:

This policy will be reviewed and updated regularly to reflect the evolving landscape of AI technology and its implications for education.

VII. Student and Parent Acknowledgement:

Students and parents must acknowledge reading and understanding this AI policy.

VIII. Reporting Concerns:

Students and staff are encouraged to report any concerns about the misuse of AI to a teacher, counselor, or administrator.

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

NONDISCRIMINATION

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officer:

Title: Assistant Superintendent
 Address: 815 N. Ella Street, Orrville, OH 44667
 Phone number: (330) 682-5811
 Email: orvl_jbishop@tccsa.net

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

PROGRAMS FOR STUDENTS WITH DISABILITIES

All students with disabilities living within the District are identified, evaluated and placed in appropriate educational programs. This includes children for whom the District is the district of residence who are being held or have been court ordered to juvenile detention centers or children who have been committed to community correctional facilities. Additionally, all parentally placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as required by State and Federal law.

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification of students with disabilities, the evaluation of disabilities and evaluation procedures, the design of Individualized Education Programs (IEP), plans and placement.

All procedures are in accordance with State and Federal law.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for reevaluation of the student's needs, progress and effectiveness of the program being offered.

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required. Students must make yearly gains toward closing the achievement gap as defined by the State Board of Education performance targets.

The Board, by resolution, directs the administration to comply with and follow the Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who is a "school official." A school official is a person or entity:

1. duly elected to the Board;
2. licensed by the state and appointed by the Board to an administrative or supervisory position;
3. licensed by the state and under contract to the Board as an instructor;
4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or
5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney, or auditor for the period of his/her performance as an employee or contractor.

In addition, a "school official" is a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions (such as a therapist, translator, or approved online/technological service provider) if such official:

1. performs an institutional service or function for which the Board would otherwise use employees;
2. is under the direct control of the Board with respect to the use and maintenance of education records and
3. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school official's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or
3. a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

School officials may obtain access to only those education records in which they have legitimate educational interests. Physical and technological access controls to records shall exist to ensure that access to education records is effective and in compliance with the legitimate educational interest requirement.

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Student Records (Definitions)

1. Each student's official school records include the following.
 - A. Records to be retained permanently
 - i. name and address of parent(s)
 - ii. verification of date and place of birth
 - iii. dates and record of attendance
 - iv. course enrollment and grades
 - v. test data
 - vi. date of graduation or withdrawal
 - B. Records of verifiable information to be retained during the student's school career
 - i. medical/health data
 - ii. individual psychological evaluation (gathered with written consent of parent(s))
 - iii. individual intelligence tests, tests for learning disabilities, etc., (counselor-administered)
 - iv. other verifiable information to be used in educational decision making
2. Maintaining student records
 - A. of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.
 - B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
 - C. Teachers and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
 - D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student — any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student — a student or former student who has reached age 18 or is attending a postsecondary school.

Parent — either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance — means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records — any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District that are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
 - A. it is in the sole possession of the individual who made it;
 - B. it is used only as a personal memory aid and
 - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;
2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and
4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identifier such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under State and Federal law and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the U.S. Department of Education if the District violates FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

Locations of Education Records

Types	Location	Custodian
Cumulative School Records	Principals' Offices	Principals
Cumulative School Records (Former Students)	Principals' Office	Principal
Health Records	Principal's Office	Principals
Speech Therapy Records	Principals' Office .	Principals
Psychological Records	School Bus Garage	Transportation Supervisor
School Transportation Records	Principals' Offices	Principals
Special Test Records	Principals' Offices	Principals
Occasional Records (Student education records not identified above, such as those in the Superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals' Offices	Principals

Procedure to Inspect Education Records

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records that he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

Fees for Copies of Records

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The District does not currently charge fees for records. If the District charges fees these will be done in compliance with law. The fee for copies provided under Federal law will not include the costs for search and retrieval. The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience may include charges for actual search, retrieval copying cost and postage, if any.

Directory Information

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. Such information includes:

1. student's name
2. student's address
3. participation in officially recognized activities and sports
4. student's achievement awards or honors
5. student's weight and height, if a member of an athletic team
6. major field of study
7. dates of attendance ("from and to" dates of enrollment)
8. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Use of Student Education Records

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is a person:

1. duly elected to the Board;
2. certificated by the state and appointed by the Board to an administrative or supervisory position;
3. certificated by the state and under contract to the Board as an instructor;
4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or
6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:
 - A. performs an institutional service or function for which the District would otherwise use employees;
 - B. is under the direct control of the District with respect to the use and maintenance of education records and
 - C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school employee's position description approved by the Board;
2. a supervisory or instructional task directly related to the student's education or
3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:
 - A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;
 - C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid;
4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;
10. the disclosure is in connection with a health and safety emergency;
11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and
12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and
2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;

2. verify the accuracy of the student's achievement test score or
3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

Records of Requests for Access and Disclosures Made from Education Records

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs. The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request;
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Procedures to Seek to Correct Education Records

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction that the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester, which includes:
 - A. the District's decision that the records are correct and will not be changed;
 - B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
 - C. advice to the requester that he/she may place in the student's education records an explanatory statement that states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

STUDENT PUBLICATIONS

The Board encourages student publications as classroom-related learning experience in such courses as English and journalism and as an extracurricular activity. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:
 - A. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
 - B. threatens any person or group within the school or advocates unlawful discrimination;
 - C. advocates violation of the law or official school regulations;
 - D. is considered false or libelous, based upon available facts, and
 - E. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications.

EDUCATIONAL OPTIONS

All educational options require an instructional and performance plan based on individual student needs. A credentialed teacher is involved in reviewing the plan; such involvement may include providing, supervising or reviewing instruction or learning experiences and the evaluation of student performance. The instructional and performance plan includes:

1. instructional and performance objectives aligned with the District or school's curriculum requirements;
2. an outline specifying instructional activities, materials and learning environments and
3. a description of the criteria and methods for assessing student performance.

Parents must provide written permission for students under 18 to participate. Superintendent approval is required prior to student participation.

Educational options are learning experiences or activities designed to extend, enhance, supplement, or serve as an alternative to classroom instruction and meet the personalized and individualized needs of each student. Educational options are offered in accordance with State law, Board policy, and parental approval.

Experiences that the Board views as representative of educational options supplementing the regular school program include but are not limited to: independent study, distance learning, tutoring, educational travel, mentoring and study abroad programs.

Fees are established for educational options as needed and are managed in accordance with Board policies for student fees.

Credit for approved educational options is granted in accordance with student performance relative to stated objectives of the approved instructional and performance plan and in accordance with all applicable Board policies.

The Board directs the Superintendent/designee to communicate information and procedures for educational options available in the district to students, parents and all interested stakeholders.

HOME EDUCATION

Home education is the education of a child between the ages of six and 18 years of age, who is receiving home education directed by the child's parent in the subject areas of English language arts, mathematics, science, history, government, and social studies, and who is not enrolled full time in a public or chartered nonpublic school.

Within five calendar days after commencing home education, moving into a new school district, or withdrawing from a public or nonpublic school, a parent or guardian of a child receiving home education must submit a notice to the Superintendent including the child's name, address, and an assurance that the child will receive education in the subject areas required. In subsequent years, a parent or guardian must provide notice to the District by August 30 that the child will be receiving home education.

Upon receipt of the parent's notice, the child is exempted from compulsory attendance to the schools in the District. The child is not required to be excused from compulsory attendance. The Superintendent provides a written acknowledgment of receipt of the notice within 14 days after receipt.

If there is evidence that a child exempt from compulsory attendance is not receiving an education in the subject areas required, the child and parent are subject to examination into cases of truancy

BLENDED LEARNING

Blended learning is the delivery of instruction in a combination of time primarily in a supervised physical location away from home and online delivery whereby the student has some element of control over time, place, path, or pace of learning and includes noncomputer-based learning opportunities. The Board authorizes the Superintendent to determine the need for implementation of a blended learning environment for the District. When a blended learning environment is implemented the Board directs the Superintendent to develop policies and procedures to be presented to the Board for adoption addressing the following:

1. Means of personalization of student centered learning models to meet the needs of each student.
2. The evaluation and review of the quality of the on-line curriculum delivered to students.
3. Assessment of each participating student's progress through the curriculum. Students must be permitted to advance through each level of the curriculum based on demonstrated competency/mastery of the material. Students must advance from grade to grade based upon credits earned. Credit must not be based on a minimum number of days or hours in a classroom or on a digital learning device.
4. The assignment of a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student will be assigned to at least one teacher of record. A school or classroom that implements blended learning cannot be required to have more than one teacher for every 125 students.
5. The method by which each participating student will have access to the digital learning tools necessary to access the on-line or digital content.
6. The means by which each school will use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to or made available to students for instructional use. The school must also provide such device or software at no cost to any student who uses a device obtained from a source other than the school.
7. The means by which the school will ensure that teachers and other assigned personnel will be appropriately licensed or certified and have appropriate training in the pedagogy of the effective delivery of on-line or digital instruction.
8. Expectations for student attendance and how the school will document participation in learning opportunities.

A school is exempt from school year hourly requirements established in State law to the extent that a school alters the hours that it is open for instruction in order to accommodate blended learning opportunities that apply to all students.

If a school or part of a school is operated using a blended learning model or is to cease operating using a blended learning model, the Superintendent notifies the Ohio Department of Education of that fact by July 1 of the school year for which the change is effective.

ADVERTISING IN THE SCHOOLS

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent. All notices, including those by personnel, shall be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Board.

BUILDINGS AND GROUNDS SECURITY

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. Cameras

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

2. Metal Detectors

The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

Any search of a student's person as a result of activation of the detector is conducted in private.

TRESPASSING AND LOITERING

Due to the nature of the facility, it is anticipated that a large number of individuals, groups and organizations will visit and utilize the Orrville City Schools.

While visitors are cordially welcome, the number and variety of persons using the school necessitates strict enforcement of regulations regarding trespassing and loitering.

As required by ORC Section 3313.20, regulations governing entry of unauthorized personnel shall be posted in conspicuous locations.

1. Immediately upon entering the building, visitors will report to the office of the principal to request a visitor's permit. The issuance of such permit shall be at the discretion of the principal.
2. Any person with official business to transact and whose presence has been authorized by school officials is cordially welcome to visit the Orrville City Schools.
3. There shall be no loitering or trespassing on school property. A loiterer or trespasser is defined as any person who has no official business to transact or whose presence has not been authorized by school officials.
4. Visitor's permits are not required for students, Board employees, persons engaged in official or professional business or visitors authorized to attend activities approved by school officials.
5. Any person who fails to comply with these regulations, or who fails to leave the building and grounds at the request of a Board employee, shall be considered to be in violation of Board policy and ORC Section 3313.20. Violators shall immediately be turned over to the proper police authorities.
6. A copy of this procedure shall be posted at all entrances to the building and other places as determined by the principal.

Unauthorized Person on School Grounds

No person shall trespass, loiter or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Board of the District.

Keys

Because of the type and amount of equipment, nature of the facility and number of groups to be accommodated, it is imperative that staff members assume responsibility for protecting the building and equipment.

1. Keys will be issued by the Superintendent or designee to the persons requiring them. A custodian or Board employee will be on duty when the building is in use.
2. Student keys to the various cabinets locked in shop and lab areas will be issued by the principal to the teacher and then to the students.
3. All wall lockers have built-in combination locks and students should be urged to keep valuables locked up.
4. Keys must be checked in at the end of the school year.

REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

1. identifies potential sources of toxic hazards in cooperation with material suppliers who supply the THP officer with safety data sheets (SDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of SDS for every hazardous material present on District property;
4. designs and implements a written communication program that:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program in compliance with State and Federal law for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Program (PERRP) and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent appoints a person to develop and implement the District's Asbestos-Management Program, which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of PERRP. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

HAVE A WONDERFUL SCHOOL YEAR!

