

**TRIWAY LOCAL SCHOOLS**

**ELEMENTARY**

**PARENT – STUDENT HANDBOOK**





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## **ENTRANCE REGULATIONS**

**Kindergarten:** To be eligible for kindergarten, a child must live in the Triway Local School District and be five (5) years of age on or before July 31. A registration and screening will be conducted at each elementary school in late spring. Parents are to call before the screening to schedule an appointment for their child. .

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

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

## **CLASS ASSIGNMENTS AND FIRST DAY OF SCHOOL**

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

## **ARRIVAL AND DISMISSAL**

Doors open at 8:50 am (same time the buses arrive). Walking students should not arrive before 8:50 am, as there is no one to supervise students. School begins promptly at 9:00 am. Upon arrival, students must go directly to their classrooms and get ready for the day's lessons.

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

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

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

## **OPENING EXERCISES**

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

## **FIRE, TORNADO, & CODE RED DRILLS**

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

## **BUS TRANSPORTATION**

For bus routes and pupil/parent responsibilities, please refer to the Opening School Report booklet mailed from the superintendent's office in August. Any questions about transportation of students to or from school can be answered by calling the bus garage at 330-264-0577. Students that do not conduct themselves properly on the bus, thus jeopardizing the safety of others, may be suspended from riding for a period of time or indefinitely. Parents are informed of student misconduct by a Bus Conduct form. Please refer to the Student Conduct on School Buses and School Bus Discipline sections in this handbook for more detailed information on school bus conduct.

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

Our first concern is babysitting arrangements. It is virtually impossible to change or alter the existing routes. Most routes and buses are at their legal capacity; therefore, your request to change your babysitter may be impossible. If the need for a change should arise, please contact the building principal in advance to determine whether the change is possible.

Our second concern relates to students riding home with friends for social activities such as parties, games, etc. Because of the crowded conditions of our buses, we can't provide this service. However, if an emergency arises, please contact the principal and send a note containing the following information:

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

## **CALENDAR OF SCHOOL EVENTS**

Please refer to our monthly school newsletters, the School Days booklet mailed by the Superintendent's office in August, and the Triway website at [www.triwayschools.org](http://www.triwayschools.org) for information on school events. Also, check with your child frequently for any school communications that have been sent home.

## **STUDENT FEES**

A fee will be charged for all students. This fee covers consumable materials that will be used throughout the school year. This fee is collected at the beginning of the school year, or upon entry for new students. This fee is non-refundable and is published in the School Days booklet that is given at the beginning of the year.

## **INSURANCE**

Each school year, parents are given the opportunity to purchase a student accident insurance policy which has been selected by the Triway Board of Education. Application forms are sent home the first week of school. The filing of claims is the responsibility of the student and parent. Claim forms are available online.

## **COMMUNICATION TO AND FROM SCHOOL**

Open lines of communication and accurate information are as valuable to school personnel as to parents. Let's strive to keep these lines open.

### **Phone Calls:**

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

### **Written Communication:**

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

### **Principal's Newsletters:**

Your child will be given a newsletter to take home informing you about events, programs, early dismissals, no school days, etc. Please post the newsletter in a conspicuous location for quick and easy reference.

### **Special Memos:**

Special announcements will be sent home periodically. Please communicate to your child the importance of bringing all school communications home to you.

### **Conferences:**

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

### **Informal Conferences:**

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

### **Teacher Newsletters/Memos:**

Teachers will periodically send home information to explain what skill the class is working on, or specifically, in a memo as to how your child is performing.

## **CONCERNS / COMPLAINTS - GUIDELINES FOR PARENTS**

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

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

## **DIRECTORY INFORMATION**

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

## **ATTENDANCE / ILLNESS / EXCUSES**

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

### **Absences**

Unless prior approval has been obtained, or the absence is for an extended illness and the school has agreed to less frequent calls, a parent must phone the school on the day of each absence. For an absence to be considered excused, the child must submit a parent-written and signed note or medical excuse stating the reason for the absence on the student's first day of return to school following an absence. Otherwise, the absence is considered unexcused.

We are required by Ohio Revised Code 2903.3 to contact you by phone or mail on the first day of your child's absence if you have not first notified us. Therefore, we appreciate your help in this matter. We ask that you notify your home school by 10:00 am if your child is going to be absent.

Each student is responsible for completing the make-up work in one day for each day absent. Board policy further states that excused absence make-up work must be completed by the end of the grading period. Absences due to travel or work must be pre-excused by the building principal. **A written note from the doctor is required for any absences beyond 10 days per school year.**

### **Tardiness**

Students arriving between 9:00 and 10:00 am without an approved reason will be considered unexcused tardy. Approved reasons (excused tardy) are listed in the attendance policy. Students absent for more than one hour shall be considered absent for one-half day.

### **Frequent Absences**

In cases where a student is frequently absent, a phone call, letter or home visit will be made by the guidance counselor or building principal. Serious cases may be referred to the Prosecuting Attorney's Attendance Officer.

### **Dental / Medical Appointments**

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

### **Picking Up Students During School Hours**

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

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

A note signed by the custodial parent should have been sent to school stating when you will be picking up your child. If anyone other than the custodial parent is to pick up a child, we must receive a signed note from the custodial parent. Otherwise, we will not release your child, and he/she will have to go home on the bus as usual. Please remember - we cannot accept phone calls for this; we need a written and signed note. We are certain you can understand our need for caution in this matter. Identification may be requested.



## **SICK CHILDREN**

If a child has a fever of 100.0 degrees Fahrenheit or higher the child must go home. Children must be fever, vomiting and diarrhea free for 24 hours before returning to school. Children may need a doctor's excuse for school entrance depending on the illness.

Our teachers must have a lunch break and cannot supervise children that should be outside or at home resting. Therefore, we are often faced with the problem of what to do with the child who wants to stay in. Notes from parents will be honored for only one day at a time under unusual circumstances requesting a child to stay in at recess. Please be advised that the child's responsibility is to be in his/her seat and not running around the room unsupervised. Your cooperation in limiting requests for your child to stay in except for an illness or other limited times will be appreciated. If a child needs to remain inside for an extended period of time, you must provide us with a written note from your child's physician.

Remember: Too sick to be outside, too sick to attend any function including school. Full recovery is what we are seeking--not a relapse. Please understand that this policy is designed to deter children who prefer to stay in and attempt to find excuses to do so.

## **CUSTODY NOTIFICATION: REPORTING COURT DECISIONS**

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

## **SCHOOL CLOSING**

Winter months can be rather unpredictable in Ohio, and we occasionally find it necessary to cancel school due to poor road conditions or other emergencies. Below you will find the procedure utilized to inform the public of cancellations.

Cancellations are announced on radio stations WKVX 960 AM and WQKT 104.5 FM in Wooster, area TV stations and on the web. Parents can also sign up to receive text message alerts for closings and delays. Information on how to do this can be found on the district webpage ([www.triwayschools.org](http://www.triwayschools.org)) by clicking the link for School Closing & Delays.

A delay may result in a complete cancellation; stay tuned to your radio station to gain complete information. Do not permit your children to call the radio station; they will not give information over the phone.

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

## **STUDENT DRESS CODE REGULATION**

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

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

### **Warm Weather Exception**

Bermuda / Walking Style / Hemmed shorts no shorter than mid-thigh are permitted to be worn between the following timelines:

- The first day of school through the month of October;
- April 1 through the last day of school;
- Biker shorts are not to be worn at any time during the school day.

The Superintendent reserves the right to adjust the timelines as deemed necessary.

### **Cold Weather Dress**

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

## **ADDRESS CHANGE**

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

## **WITHDRAWAL OF STUDENTS**

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

- Parents should call the office to notify us of withdrawal;
- Students should return all school property and make sure all fees are paid;
- The teacher will complete a Student Transfer form to be included with the student's records that will be forwarded to the student's new school when our school office receives a formal record request from the enrolling school.
- Students will be counted absent until an enrollment notice is received from another school.

## CAFETERIA LUNCHES

Our lunches are governed by strict government regulations according to nutritional value, portions, and number of items served. The bills must be paid promptly, and lunch counts must be accurate. All students eat in the cafeteria. A menu is developed by the district cafeteria supervisor and is published monthly so that you can plan whether or not your child will want to buy a lunch that includes milk or bring a sack lunch with the option to purchase milk. Prices for meals and milk will be listed on the reverse side of the monthly menu sent home.

Free and reduced-price lunch applications are available in the office for families who need assistance and qualify according to federal guidelines. Full price must be paid until you receive written notice from the Triway Cafeteria Supervisor that you qualify for free or reduced-price lunches. You will also receive written notice if you do not qualify. Approved applications from the previous year will be honored for the first month of school.

## CAFETERIA PAYMENTS AND MEAL PROGRAMS

All meals are developed by the district cafeteria Supervisor and meet all the USDA Meal Pattern Requirements. The 6-week menus are sent home with every student along with a pricing chart (for meals and milk) listed on the reverse side for your convenience. All students are required to eat in the cafeteria.

Our computerized debit system allows you to send money for your student's account in lump sums. Therefore, using an envelope write only the **total amount of money to be deposited** in your student's account. Teachers DO NOT handle this money or read notes on these envelopes, they are sent directly to the cafeteria to be posted into each student's individual account. PLEASE USE ONE ENVELOPE PER CHILD.

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

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

James Smith Mrs. Roberts \$25.00 #2222 (for checks) OR \$25.00 Cash 9/1/15
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Free and reduced-price meal applications will be sent home with every student on the first day of school. Full price must be paid until you receive written notice from the Triway Cafeteria Supervisor that you qualify for free or reduced benefits. Approved applications on file from the previous year will be honored for the first 3 weeks of the school year.

Breakfast is served at Shreve Elementary and Wooster Twp. Elementary. Breakfast serving begins at 8:40 AM and ends at 9:00. These students will enter the building early and report directly to the cafeteria. Breakfast hours will be extended to accommodate any students that arrive late because of bussing. Students who walk to school or are transported by parents will not be served if they are late to school. Contact your child's school to see if they participate in the breakfast program.

## CAFETERIA STUDENT CONDUCT

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

1. The homeroom teacher will see that all students wash their hands before going to the cafeteria;
2. A staff member will supervise the lunchroom;
3. Students will sit at a table assigned by the teacher on duty;
4. There will be no throwing of food, paper, straws, etc.;
5. There will be no running;
6. Everyone is encouraged to eat their own food. If a child wants a small helping, he/she should tell the cook, "Just a little, please." Each child is encouraged to say "Yes, please" and "No, thank you."
7. Food is not to be exchanged, traded, or given away;
8. Students must stay in the cafeteria for a minimum amount of time to eat their lunch so that they do not hurry;
9. No food is to be taken from the cafeteria;
10. Quiet talking is permitted; screaming is not. Students may receive a warning if the noise is excessive. A second warning will indicate no talking.

## **VISITORS**

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

Parents are welcome to visit their child's class at any time after the first month of school as long as they have made arrangements with the teacher. We ask that you do not bring other children along when you visit. Students should not have school-age friends or relatives visit them at school; however, exceptions are made with permission. All visits must be pre-arranged with the principal and teacher.

## **RESOURCE VISITORS**

One of the goals of our school is to utilize parents and citizens of the community to broaden our curriculum. Sharing travel experiences, movies, hobbies, special talents, experiences, and information about your vocation makes our total curriculum become a more meaningful learning process. Please contact your child's homeroom teacher if you are willing to share a resource.

## **VOLUNTEERS**

Volunteers play an important role at our school. Without the support of parents as volunteers, we could not accomplish some of our curriculum goals. Areas of support include classroom teacher aides. Volunteer time is minimal, and your time and service are appreciated. If you are interested in helping, please contact your child's homeroom teacher. Volunteers must register in the office upon arrival.

## **FIELD TRIPS**

During the year, a limited number of trips are planned by the classroom teachers for their students. These trips serve to enrich the curriculum and provide valuable learning experiences. Students are always required to have a custodial parent signed permission slip to participate in a field trip experience, and at times a small fee is required to defray the cost of admission.

## **GRADING AND REPORTING**

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

Grading System:

All students will receive a grade card each nine-week grading period. Students in grades 1 through 6 are evaluated in progress, achievement, and social habits. The reporting system used for students in grades 1 through 3, as well as art, music and physical education in grades 1 through 6 is:

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

The reporting system used for students in class grades 4 through 6 is:

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

The reporting system used for students in kindergarten is:

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

Pupil Progress Report Cards

Progress report cards are issued every nine weeks at school to students and are to be taken home to parents. They should be reviewed with the student, signed by the parent, and return to school within a week. Parents are to keep the computer-generated grade card, but sign the envelope and return it to the classroom teacher. Art, music, and physical education are graded only at the second, third, and fourth grading periods.

**ELECTRONIC GRADE BOOK / PROGRESS BOOK ACCOUNTS**

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

**TESTING PROGRAM**

Testing in the Triway School district is administered according to Ohio law. Psychological testing is done as needed by the school psychologist. All test data is interpreted at parent-teacher conferences. A list of grade level tests is available by contacting the school office.

**HOMEWORK**

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

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

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

### **TEXTBOOKS**

Textbooks are provided by the Board of Education and loaned to each student for use during the school year. The student is responsible for taking care of the textbooks issued to them. When a textbook is issued, the teacher records the general condition of the book. Books that are damaged or lost must be paid for by the student or his/her parents.

### **LIBRARY**

Students are scheduled to go to the library at least once a week, but they may also go at other times. Students who do not return their books to the library may not take other books out until they do so. Damaged or lost books must be paid for by the student or his/her parents. Lost library books must be paid for at replacement cost.

### **FINES**

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

Library Charges: Late charges will not be assessed but report cards will be held until missing/damaged books are returned or replaced.

### **MONEY**

Money for fees, pictures, lunches, and fines should be paid by check and sent to school in a sealed envelope clearly marked with the child's and teacher's names.

### **RECESS**

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

### **INCLEMENT WEATHER POLICY**

Students will not go outside for recess if:

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

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

### **PLAYGROUND SAFETY AND SUPERVISION**

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

### **TIPS FOR SAFETY**

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

### **PARTIES**

The staff has agreed to hold 3 classroom parties during the school year (Fall Festival, Christmas and Valentine's Day). The room parents are responsible for refreshments and games with prior teacher approval. For the Christmas party, classes may choose to exchange gifts. At Valentine's Day, they exchange cards. Please inform homeroom teachers about food allergies.

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

### **BIRTHDAY TREATS**

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

### **SUPPORT SERVICES**

- \* Physical Education - The emphasis is on movement and skill development, organized games and fair play;
- \* Music/Art - The emphasis is on appreciation as well as skill development;

\* Band - We offer individual lessons in grades 5 and 6.

## **EXTENDED ACTIVITIES**

- \* Young Authors' Program for grades 3-6 - This is a language arts program in which students write a book at school. The top three books from each class are sent to the Wayne County Young Authors' Conference;
- \* Wayne County Fair Projects for grades 1-6;
- \* Right to Read Week for all grades;
- \* Music Programs in the Spring and Winter for grades 1-6;
- \* Band Programs for grades 5 and 6;
- \* Wayne County Enrichment Academy for grades 3-6;
- \* Art Displays for grades 1-6;
- \* Outdoor Education Program for grade 6 - Students study our environment for three days at a residential camp (a fee is charged).

## **SPECIAL SERVICES**

**Psychologist:** A psychologist is assigned to our building as needed by the Tri-County Educational Service Center. His/her work is to help discover the cause, and to measure the extent of any difficulty a child may be having in school. The psychologist's suggestions are helpful in making proper adjustments needed to reduce the current learning problem. No child will be tested without the permission of the parent.

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

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

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

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

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

**Instrumental Music:** Individual lessons are available to students once a week during the school day for students in grades 5 and 6. Students are removed from their academic classes for the lessons and are responsible for making up work and/or obtaining homework assignments. Band members meet once a week for practice, and students are expected to practice at home for 30 minutes each day.

## **HEALTH SERVICES**

**School Nurse:** The nurse makes regular visits to each school building to update records and is on call for opinions. She provides our students with the following services:



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

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

First Aid: A clinic is provided for students who become ill or injured, for first-aid treatment only. Students must report to the office and sign in. The school secretary will attempt to make arrangements with parents when a child is ill. Telephone numbers will be obtained from the emergency medical cards. Please continue to update the school regarding emergency contact number changes.

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

Emergency Medical Authorization Form: These forms are available online and sent home during the first week of school. Parents are required by law to have this form on file at the school office. Changes in contact persons or physicians should be reported to the school principal or secretary immediately. The school nurse compiles a Composite Report for the administration and staff.

## **HOW TO HELP YOUR SCHOOL-AGE CHILD**

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

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

## **PARENT-TEACHER ORGANIZATION**

The PTO extends a special invitation to everyone to join this active and viable group. It enables parents to get to know their school and its personnel better. The PTO provides many things for the school that it would not

otherwise be able to have. Parents owe such involvement and participation to their children; the attitude of parents toward school usually is reflected in the attitude of their children. Not only do you see your children perform in programs, but you can work on projects and meet new people.

### **INTERNET ACCESS**

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

### **LOST AND FOUND**

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

### **CELL PHONES**

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

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

### **ANIMALS / PETS**

Pets for the purpose of "show and tell" may not be left in the school building for a period of more than one hour. Many animals are banned from school by state law. Please contact the building principal prior to bringing any animal to school.

### **TOYS**

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

## **ADMINISTERING MEDICINES TO STUDENTS**

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

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Medication Request Forms are located in the school office.

## **STUDENT RESPONSIBILITY**

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

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

## **STUDENT CONDUCT / DISCIPLINE**

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

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

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

## **STUDENT CONDUCT (Zero Tolerance)**

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

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

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

## **STUDENT CONDUCT (Zero Tolerance) –cont.**

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

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

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

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

## **STUDENT CONDUCT**

### Part I. Rights and Responsibilities

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

### Part II. Conduct Code

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

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

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

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

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

## **STUDENT CONDUCT –cont.**

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

\*Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974(FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he/she resides.

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

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

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

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

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

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

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

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

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

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

## **STUDENT CONDUCT –cont.**

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

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

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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

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

## **STUDENT CONDUCT ON SCHOOL BUSES - Rules**

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

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

Students will:

1. Be careful in approaching bus stops--walk on the left, toward oncoming traffic and be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and cheerfully; realize that he has an important responsibility and that it is everyone's duty to help.

## **STUDENT CONDUCT ON SCHOOL BUSES – Rules –cont.**

6. Keep the bus clean and sanitary. No food, chewing gum, candy, pop, or ice cream are permitted on the bus at any time.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly.
11. Remain seated until the bus stops to unload; wait for a signal from the bus driver and then cross the road in front of the bus.
12. No personal electronics, cell phones, or iPods are permitted.

## **SCHOOL BUS DISCIPLINE**

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

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

## **DETENTION OF STUDENTS**

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

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

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



## **DETENTION OF STUDENTS –cont.**

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

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

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

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

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

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

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

## **STUDENT SUSPENSION**

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

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

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

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

### **Appeal to the Superintendent**

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

### **Appeal to the Board**

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

### **Appeal Procedure**

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

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

### **Appeal to the Court**

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

## **EXPULSION OF STUDENTS FOR BRINGING DANGEROUS WEAPONS TO SCHOOL**

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

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

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

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

## **TRIWAY LOCAL SCHOOL DISTRICT SEXUAL HARASSMENT POLICY**

### General Statement

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

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

Board Policy ACAA on Sexual Harassment may be found on the Triway Local Schools website at [www.triwayschools.org](http://www.triwayschools.org).

## Frequently Used Phone Numbers

### **Triway Local Schools**

Administrative Offices – 330.264.9491  
Curriculum Center – 330.567.5905  
Franklin Elementary – 330.264.2378  
Shreve Elementary School – 330.567.2837  
Triway Bus Garage – 330.264.0577  
Triway Jr. High School – 330.264.2114  
Triway High School – 330.264.8685  
Wooster Twp. Elementary – 330.264.6252

### **Other Agencies**

American Red Cross – 330.264.9383  
Big Brothers/Big Sisters – 330.674.4004  
Boy Scouts, Buckeye Counsel – 800.589.9812  
Boys and Girls Club – 330.683.4888  
Wayne County Children’s Services – 330.345.5340  
Community Action – 330.264.8677  
Community Legal Aid Services – 800.998.9454  
The Counseling Center of Wayne and Holmes Counties – 330.264.9029  
Even Start – 330.263.8960  
Every Woman’s House – 330.263.6021  
Girl Scouts – 800.452.5281, 800.433.1290 and 330.864.9933  
Goodwill Industries – 330.264.1300  
InfoLink – 330.263.6363 or 800.247.9473  
Wayne County Health Department – 330.264.9590  
State Highway Patrol – 330.264.0575  
Learn ‘N Play – 330.263.9139  
Ohio State Extension/4-H – 330.264.8722  
People to People Ministries – 330.262.1662  
Planned Parenthood – 330.345.7798  
Salvation Army – 330.264.4704  
Shreve Pre-School – 330.567.2837  
STEPS at Liberty Center – 330.264.8498  
Tri-County Educational Service Center – 330.345.6771  
Tri-County Pre-School – 330.262.2262  
Viola Startzman Free Clinic – 330.262.2500  
Wayne Center for the Arts – 330.264.ARTS (2787)  
Wayne County Job & Family Services – 330.287.5800  
Wayne County Sheriff – 330.264.3333  
Wayne County Justice Center – 330.287.5700  
Women, Infants & Children – 330.264.1942  
Wooster Community Youth Center/The Spot – 330.262.5669  
Wooster Parks and Recreation – 330.263.5207  
Wooster YMCA – 330.264.3131





