

Dear Parents and Students:

Welcome back to another great year at Caldwell Elementary School! We are excited for all the improvements around the building and for the addition of new staff this year. Looking around you will notice improvements to our playground thanks to the generous donations of the Noble County Board of DD and the Caldwell Elementary School PTO. The rest of the exterior of the building was painted this summer as was the gym and center stairwell. We received a paint grant to assist with these projects from the True Value Foundation. Lastly, we have curricular improvements. The Kindergarten will be using new materials for reading and math instruction and grades 4 through 8 have new Social Studies text books.

We wish to thank our recently retired staff: Janet Crum- Kindergarten and Connie Curtis- Secretary their many years of dedicated service. A couple of our teachers are changing positions: Kristi McMurray- Kindergarten, Amber West- Special Education, and Torie Briggs- 3<sup>rd</sup> Grade. Welcome our new staff in the building as of this publication: Emily Schilling -3<sup>rd</sup> grade, Kristina Smith-Kindergarten, & Mallory Kelley-Special Education.

To be successful, students and families will need to be familiar with the expectations of each teacher and with the student handbook. Please read the handbook carefully, sign the agreement, and return the form to school. We hope to bring as much dedication and hard work to the district as the community, staff, students, and families have brought forth. If you have questions or concerns, please call us at 740-732-4614. Thank you and we wish you much success this year.

Sincerely,

Rebecca Johnson & Tiffany Speck  
CES Principals

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## School Calendar 2017-2018

August 17 .....	Teacher Work Day
August 18.....	Teacher Inservice Day/Staff Work Day
August 21.....	Students First Day
August 30 .....	Professional Development Day (Students Not in Session)*
August 31 thru September 1.....	Students Not In Session
September 4.....	Labor Day (Holiday)
September 5.....	Students Resume
September 22.....	Professional Development Day (2 hour early dismissal)
October 27.....	Professional Development Day (2 hour early dismissal)
November 2.....	Parent-Teacher Conferences 4:00-7:00 pm*
November 9.....	Parent-Teacher Conferences 4:00-7:00pm*
November 10.....	Observe Veterans Day (Holiday)
November 17 .....	Professional Development Day (2 hour early dismissal)
November 22.....	One hour early dismissal
November 23 thru November 27.....	Thanksgiving Break
November 28.....	Students Resume
December 21.....	One hour early dismissal
December 22.....	Professional Development Day (Students Not in Session)
December 23 thru January 2.....	Christmas Vacation
January 3 .....	Students Resume
January 15 .....	Martin Luther King Day (Holiday)
January 26.....	Professional Development Day (2 hour early dismissal)
February 15.....	Parent-Teacher Conferences 4:30 – 7:30pm*
February 16.....	Parent-Teacher Conferences 9:00am – 12:00pm (Students Not In Session)*
February 19.....	Presidents Day (Students Not In Session)
February 23 .....	Professional Development Day (2 hour early dismissal)
March 23.....	Professional Development Day (2 hour early dismissal)
March 28.....	One hour early dismissal
March 29 thru April 3.....	Spring Break
April 4.....	Students Return
May 24.....	Students Last Day
May 25.....	Teachers Last Day
May 27.....	Graduation

<u>Grading Period</u>	<u>Nine-Week Period</u>	<u>Days</u>
1	Aug. 21 – Oct. 20	41
2	Oct. 23 – Dec. 21	40
3	Jan. 3 – Mar. 9	45
4	Mar. 12 – May 24	<u>50</u>
		176 Days Total

*Parent-Teacher Conference Days = Nov. 2, Nov. 9, Feb.15, Feb. 16 (half days)	2 Days*
*Professional Development Days = Aug. 30, Dec. 22	2 Days*
Teacher Inservice Days = Aug. 17 & Aug. 18	2 Days
Teacher Records Day (Last Day) May 25	1 Day
Total Contract Days	183 Days

Days marked with \* count towards Instructional Hours  
 180 Instructional Days X 6 hours per day = 1080 Total Instructional Hours (79 Hours over minimum)  
 Subtract 15 hours of predetermined early dismissal time: 1080 - 15 = 1065 Instructional Hours (64 hours over minimum)

**64 hours are available for calamity use**

Should calamity hours used cause the district to go below the minimum number of instructional hours required by the State for the 2017-2018 school term, make-up days will be used in the following order as needed: February 19, May 25, May 29, May 30, May 31

This calendar is subject to change at, or with, any Caldwell Board of Education, State Department of Education, gubernatorial or legislative direction of the Ohio General Assembly.

## SCHOOL CLOSINGS OR DELAYS

Our Superintendent will utilize our "all-call system" to notify parents and guardians when school is delayed or cancelled. If you believe that you have missed the Superintendent's call you can check the district website at [www.caldwell.k12.oh.us](http://www.caldwell.k12.oh.us). If you have changed your phone number, notify the office to get it changed in the records and the "all-call system".

## GENERAL RULES

1. **Visitors:** All visitors must report to office.
2. **Medication:** All medication will be kept and dispensed through the clinic with proper paperwork. It is against the law for students to distribute medicine. Written authorization from parent/guardian AND written prescription from the child's physician must be kept on file in the clinic. Only medicine in its original prescription bottle, labeled with date, student's name, and exact dosage will be administered and only in the presence of an adult. A release / consent form must be completed by parent or guardian for any medication dispensed at school. Forms are available from the school nurse.
3. **Handbook:** Parents and students must sign and return the handbook agreement form.
4. **Office:** Office is for school business. If you have a problem, please see the secretary and she will assist you. The telephone is for official business. The office telephone is not for student use except in cases of illness or emergency and with permission of school secretary.
5. **Restricted Items:**
  - **Personal invitations** are not to be passed out at school.
  - **Electronic and cellular items** are not for personal use at school. With prior teacher consent, electronic devices may be used at school for projects with teacher supervision. The school is not responsible for damage, loss, or theft of these personal items.
  - **Trading / playing cards / toys** are not to be brought to school.
  - **Backpacks and jackets** must be stored in student locker or classroom during the day.

### Fees:

6. All students will be assessed an **academic fee of \$20.00**. All academic fees must be paid in full by the end of the first semester. Failure to pay fees will result in the student's report card being held after the second nine weeks and loss of Progress Book access.
7. Academic fees will be waived for students approved for free lunch as long as they fill out the required form.
8. Payment is to be made through the office. Each student will receive a receipt following payment. All checks are to be made payable to Caldwell Elementary School.
9. Parents and students are financially responsible for **books** issued to them by the school.
10. Parents and students are financially responsible for any **damage** to school property including school technology such as Chromebooks.

## ATTENDANCE POLICIES & PROCEDURES

### Arrival

- Students should arrive at school **by 8:17, but no earlier than 7:50**. We cannot be held liable for the safety of your child prior to that time.
- Students who do not ride the school bus must be dropped off at the **gym doorway between 7:50 and 8:17**. Please drive behind the school and turn around so that your child may exit your vehicle directly onto the sidewalk. Dropping your child off in front of the school is prohibited. This is the bus loading and unloading zone.
- Breakfast is available to all students for free before school from 7:50 to 8:17.
- Any student who arrives after 8:18 must be accompanied to the main office by the parent to sign in.
- Students are expected to attend school on time to maximize their education. Time out of school for tardies will count against a student's attendance. Parents will be reported to Children's Services and/or the Noble County Prosecuting Attorney for excessive time out of school.
- Students providing an excuse from a health care professional will be excused and will not be considered truant.

### Absences

- Call the school at 740-732-4614 by 10:00 if you know your child will be absent, and send a follow-up note upon his/her return. (Please include the date of absence, your child's full name, the reason for the absence, and your signature.)
- Students will be allowed 2 days for every day absent to turn in makeup work. We strongly suggest that your child contact a classmate to obtain assignments, but if this is not possible, please call the office before 9:00 to request that we gather this information for you.
- Students must be present for at least ½ day in order to participate in after-school activities.
- "habitual truant" - absent without legitimate excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year. Parents will be notified in writing after a child's 33<sup>rd</sup> hour and 66<sup>th</sup> hour of absence without a doctor's excuse or similar notification. After the 78<sup>th</sup> hour of absence, we will initiate a formal investigation leading to possible truancy charges.
- Students may be excused from school at the discretion of the principal for the following reasons:
  1. Personal illness.
  2. Appointments with mental and physical health care professionals.
  3. Family circumstances that require a child's presence.
  4. Death of a relative.

5. Quarantine as directed by a health care professional.
  6. Observance of a religious holiday.
  7. A project at the Noble County Fair that requires missing school.
  8. Deer hunting, with prior office permission. (not more than 2 days)
  9. Office and staff should be notified of family vacation that cannot be scheduled during school vacation.
- Homework for pre-arranged absences will be due upon return to school as well as projects that have been assigned in advance.

### **Dismissal**

- Students who ride the bus will be dismissed prior to those who will be picked up. **Parents are not permitted to wait by the buses to pick up their children.**
- Parents who are picking up their children must park behind the school and wait in the designated area. Students will only be released to those people who have been pre-approved by the parent or guardian.
- Students should not be signed out of school early unless they have a scheduled appointment with a health care professional that cannot be scheduled during off-school hours, or for any of the approved reasons listed under “absences.” Students who are signed out early during the last period must be signed out in the main office and will be counted as “tardy.” Prior to that time, an early dismissal will count as a ½ day absence.

## **GRADING POLICIES**

### **Promotion and Retention**

Our school policy requires that students must receive an average final grade of no lower than a D in at least 4 of the 5 core subjects for the year in order to be promoted to the next grade level. The core classes consist of: Reading, Language Arts, Mathematics, Social Studies, and Science. In addition, The Ohio Revised Code prohibits school districts from promoting any student to the next grade level who is truant for more than 10 percent of a school year and has failed 2 or more core subject areas. Parents are encouraged to contact our principals and teachers at any time with concerns, but are also encouraged to utilize the following methods of monitoring academic progress:

- **Parent-Teacher conferences** will be held twice a year. See calendar for dates.
- At the beginning of the school year, your child will be bringing home a personal password and instructions for utilizing our **Progress Book program**. You will be able to access your child's grades and missing assignments through our school website.
- **Progress reports** will be sent home with students at the mid-point of each grading period, and a grade card approximately one week after the end of each 9 weeks.
- **Our attendance monitor** will send concerns about attendance directly to parents.

### **Homework**

Homework assignments are designed to help students remember what they are learning in school, prepare them for upcoming lessons, and to enable them to put their new skills to use. It is also an opportunity for parents to become involved in their children's education.

### **Academic Honors**

Students earning at least a 3.0 grade point average each nine week grading period will be included on our academic honors list. Students receiving an “I” (incomplete) in any course will not be included.

- **Principals List** – The highest academic honor which includes only those students earning a 4.0 grade point average.
- **High Honors** – Includes those students earning a grade point average of 3.5 to 3.99.
- **Honor Roll** – Includes those students earning a grade point average of 3.0 to 3.49.

### **Make-Up Work and Incomplete Grades**

- Students have the right to make up all work missed.
- Students will be given two days per each day absent to turn in missed assignments and homework.
- Long term projects that were assigned prior to an absence will be due on the original due date.
- Work assigned for pre-arranged absences is due upon return to school.
- It is the student's responsibility to approach the teacher to make arrangements to make up assignments, tests, and quizzes.
- Homework assignments should be obtained from classmates when possible to avoid interrupting instructional time.
- All incomplete grades must be made up within two weeks of the end of the grading period or the incomplete work will be given a grade of zero.
- Make up work completed while serving a suspension may or may not be counted, and will be left to the discretion of the building principals.

## **GRADING SCALE AND QUALITY POINTS**

The following scale will be used to determine letter grades and cumulative averages for academic honors:

Grade Scale:	A- 92 to 100	B- 83 to 91	C- 74 to 82	D- 65 to 73	F- 0 – 64
Quality Points:	4.00 (3.61-4.00)	3.00 (2.61-3.60)	2.00 (1.61-2.60)	1.00 (0.61-1.60)	0.00

### **Report Cards:**

- Students are issued report cards at the end of each nine week grading period.
- Progress reports are sent home four and a half weeks into the grading period.
- Report cards may be held for the following reasons:
  1. Money owed for bills or fines.
  2. Overdue or lost library books or materials.
  3. Money owed for activity sales.
  4. Failure to pay academic fees by the end of the first semester.

## **SCHOOL TRANSPORTATION**

- Students are not permitted to go home any other way than on the bus without special permission from the office.
- Bus drivers may assign seats.
- Driver is in charge and is responsible for order.
- Some CEVSD buses have a surveillance camera. Cameras may be in use while students are on the bus. Cameras are for administrative use only and, due to confidentiality issues, are **available for viewing only by school administrative personnel**.

### **Z-Pass:**

- Students are required to scan their Z-Pass every time they get on and off of the bus.
- Notify the bus driver or school office immediately if your Z-Pass gets lost, damaged or stolen.
- Repeatedly not having your Z-Pass will result in parent contact and discipline.

### **Bus Passes:**

Students may not ride any other bus than their route without special permission from the office. Students are to bring notes to the office to get a bus pass signed by office personnel:

- If a student is to ride a bus different from their assigned bus, the student must bring a note from home that states the reason for the change.
- If the student is going home with a friend, the friend must also bring a note from home stating that the student is permitted to come to their house.
- Any changes for busses or pick-ups **MUST** be made **prior to 2:00pm**.

### **Rules**

1. Follow the rules in the Student Code of Conduct.
2. Follow bus driver directions.
3. Be on time at the bus stop.
4. Load and unload bus in an orderly manner.
5. Be quiet at railroad crossings and other places of danger.
6. Use quiet voices.
7. Sit only in seat assigned by driver.
8. Stay seated while bus is moving.
9. Do not throw anything.
10. Students are not to hang any object or body part outside the bus window.
11. Go directly to the cafeteria for Breakfast.
12. Go directly to the bus when dismissed from school.
13. Go directly home from the bus stop.

### **Discipline**

- Any student who is reported for misconduct on a school bus may be suspended from riding a CEVSD bus for a period of time and/or receive a school suspension.
- **Severe violations of bus rules may result in the immediate suspension of bus riding privileges and/or a school suspension with a possible recommendation for expulsion. (Example: Possession of drugs or a weapon.)**
- When a student is suspended from riding a school bus, it is the **responsibility of the parent/guardian to transport** the student.
- Any student who damages a school bus in any way will be denied bus transportation and will be required to reimburse the district for the damage.

When a student does not follow bus rules creating a threat to the safety of self, other riders, or the driver (example: standing while bus is moving, yelling, sticking body parts outside of window), the disciplinary process will begin with discipline from the driver.

## **DRESS CODE**

The purpose of this dress code is to:

1. Ensure an education atmosphere that will be conducive to learning.
2. To ensure the health, safety, and welfare of all students
3. To reinforce the importance of proper dress and grooming for the attainment of life goals and career success.

### General Guidelines:

1. All clothing needs to be neat and clean.
2. No article of clothing shall be worn which defames any person, the school, the community or the nation.
3. Clothing that advertises alcohol, tobacco, or drugs is prohibited. Also, clothing with language, patterns and images that are vulgar, profane or suggestive is inappropriate and unacceptable for the school environment.
4. Tops, shirts and dresses must be at least three fingers wide at the shoulder, should not be revealing and no part of the side torso should be exposed. Top garment must overlap bottom garment.
5. Pants, skirts and dresses must be of modest length and not too tight. Shorts must be at least mid-thigh length. The mid-thigh is ½ way between the top of the inseam and the knee. Pants with holes or slashes exposing skin above the knee are also prohibited. Drooping or sagging pants will not be permitted. Pants must be worn in normal fashion at or above the belt line and may not be excessively large as to cause them to droop or excessively tight such that undergarments show.
6. Shoes must be worn at all times. For the safety of our students, roller blades/skates and shoes with wheels are prohibited. Wearing open toe shoes is strongly discouraged. Shoes with laces are to be tied at all times. Tie shoes (sneakers) are required for physical education.
7. Hats, visors, scarves/bandanas are not to be worn in school except on special occasions planned by the school or for documented medical reasons.
8. Sunglasses may not be worn in the school building except for documented medical reasons.
9. Extremes in grooming/appearance that disrupt the educational process will not be permitted. This includes hairstyles, hair color, piercings, etc.

### Consequences for failing to comply with the dress code include

- Student will be asked to correct the inappropriate appearance. This can include changing into appropriate clothing available at school or calling parents to bring in appropriate clothing.
- Refusal to correct the infraction may result in detention, Suspension, or other consequences deemed appropriate by the principal.

## ACCEPTABLE USE POLICY (AUP) for DISTRICT COMPUTER SYSTEMS

This document constitutes the School District's 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 the technology coordinator or 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 the technology coordinator or 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 the technology coordinator or 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 the technology coordinator or 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 technology coordinator or building principal. 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.
12. **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 (such as Google or Yahoo) through the Network is prohibited. Outside e-mail systems may be used for personal e-mail, subject to the loss of privacy rights as stated in this Policy. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.
  - **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 Caldwell Exempted Village School District 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.

### 13. **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.
- **Personal E-mail/Messaging:** Limited personal use of District e-mail or other messaging technologies by students to communicate with family, friends, and fellow-students who are willing recipients is permitted as a personal convenience, but must not impact instructional time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.]
- **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 the technology coordinator or building principal.

### 14. **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.

### 15. **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 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
- 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:

- 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;
- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- 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 the technology coordinator or building principal or other person designated by the School District to receive this information.

## CODE OF CONDUCT & DISCIPLINE

The Board of Education of the Caldwell School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, codifies these district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, understanding, tolerance and protection of all learners.

Proper discipline is fundamental to a sound educational environment and is essential for safe and orderly schools. It is intended that the Code of Student Conduct give direction for proper student behavior in the classrooms, halls, and grounds of the school system during school hours and during and extracurricular or school-sponsored event on or off campus.

This code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules, and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration of the dean of students.

Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Board of Education to regulate matters of student behavior is identified in various portions of the Revised Code of the State of Ohio.

### STUDENTS RIGHTS AND RESPONSIBILITIES

1. The rights and limits of students respecting freedom of speech press, and assembly shall be in accord with the First Amendment of the United States Constitution.
2. Students shall have the right of representation and due process procedures in matters of suspension, removal, and expulsion.
3. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school-related activity.
4. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
5. The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

### STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY

The Board of Education and School Administration recognize the rights of students as individual. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program.

Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights placed upon us. In order that this may be accomplished, the following student conduct code is established.

Students are expected to:

1. Attend school on a regular basis consistent with the attendance policy of the district and the Ohio Revised Code.
2. Demonstrate respect for the rights and property of others.
3. Follow the directions of appropriate persons of authority.
4. Remain free from the influence of illegal drugs, alcohol or tobacco.
5. Behave in a manner consistent with all safety rules and regulation.
6. Follow all other rules of the school and board of education.
7. Be prepared for all classes and follow the teacher's directions.

Possible consequences for violations mentioned above will depend on the circumstances of the situation, which may include but are not limited to the following: **After School Detention, Friday School, Suspension, Denied Participation in School Sponsored Activities, Isolated/Restricted Privileges, and/or Behavior Improvement Plans.**

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Refer to Board Policy #5517

### Definitions of Terms:

"Harassment, Intimidation or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students

exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidation or Bullying” also means cyber-bullying through electronically transmitted acts i.e. Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

“electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication devise, or other electronic communication device.

### **Types of Conduct:**

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-Bullying”), such as the following:
  - 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
  - 2. sending abusive or threatening instant messages;
  - 3. using camera phones to take embarrassing photographs of students and posting them on-line /or otherwise distributing them;
  - 4. using web sites to circulate gossip and rumors to other students; and,
  - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
  - 6. Violence with a dating relationship.

Building principals and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels s/he has been a victim of aggressive behavior and/or bullying in violation of this policy shall immediately report his/her concerns.

## **IN-SCHOOL SUSPENSION and DETENTION REGULATIONS**

Failure to serve in-school suspensions and follow the regulations and behavioral guidelines may result in an out of school suspension or referral to juvenile court.

### **Student Behavior in In-School Suspension**

- 1. Students must report with materials to read or study.
- 2. Students are expected to be working the entire time.
- 3. Sleeping, staring out windows, use of electronic equipment for non-educational purposes, or any other non-study items will not be permitted.
- 4. Students will follow directions of In-School Suspension supervisor at all times.
- 5. Students are expected to complete all work assigned for in-school suspension. Failure to satisfactorily complete all work assigned will result in another in-school suspension or out-of-school suspension. The teacher assigning the work given will determine if work is properly completed.
- 6. Violation of any of these rules will result in student being assigned an out-of-school suspension.

### **After School Detention**

Students may be assigned after school detention.

- 1. Students will report to detention room by 2:50.
- 2. Students will be dismissed from detention at 3:30.
- 3. Parent/Guardian is responsible to pick up student at 3:30.
- 4. Bring work to do while in detention or work will be given.
- 5. Stay in your seat and be quiet during detention.
- 6. Misbehavior in detention may result in another detention being assigned or a Suspension.
- 7. Three unserved detentions will result in a Suspension.
- 8. If unable to attend a detention on the day assigned, prior arrangements must be made with the principal or detention supervisor.

### **Friday School Detention**

Students may be assigned after school detention.

1. Students will report to detention room by 2:50.
2. Students will be dismissed from detention at 5:00
3. Parent/Guardian is responsible to pick up student at 5:00.
4. Bring work to do while in detention or work will be given.
5. Stay in your seat and be quiet during detention.
6. Misbehavior in detention may result in another detention being assigned or a Suspension.
7. Three unserved detentions will result in a Suspension.
8. If unable to attend a detention on the day assigned, prior arrangements must be made with the principal or detention supervisor.

### **Lunch Detention**

Students may be assigned lunch detention.

1. Stay quiet during lunch detention.
2. Students are not permitted to participate in free time during last 15 minutes of lunch period.
3. Students who do not serve lunch detention will be assigned after school detention.
4. 4 lunch detentions will result in an after school detention.

## **SCHOOL WIDE RULES- MANAGEMENT PLAN- WE ARE FAMILY!!**

### **Caldwell Elementary School Mission Statement:**

Our goal as a CES family is to be responsible, respectful, motivated life-long learners so that we can meet high academic standards.

### **Behavior Program: Responsible Educated Driven Successful**

#### **Vision:**

We envision Caldwell Elementary as a school that provides a happy, caring and stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to society.

#### **Guiding Beliefs:**

- Literacy is the foundation of all learning.
- The curriculum will be child centered and meaningful; we will build on the strengths of each student.
- Students will demonstrate respect for themselves, others and their environment.
- Staff and students will be self-motivated and lifelong learners.
- Staff and students will model and promote the core virtues of respect, responsibility, honesty, self-discipline, perseverance, kindness and giving.

**School Rules:** All students at Caldwell Elementary have a basic set of observable rules that are to be followed. Additional rules have also been established for the playground, cafeteria, restrooms, and hallways.

**School-wide Goals:** To promote student self-discipline and motivated lifelong learners through good citizenship and acceptance of individual responsibilities.

#### **Rules:**

1. Show respect for ourselves, others and our environment.
2. Keep our hands, feet and other objects to ourselves.
3. Use acceptable language: no harassment, put-downs, teasing, foul language, etc.
4. Follow directions of **ALL** staff members.
5. Allow the teacher to teach and other students to learn.

**AM Gym Goal:** To provide a safe and clean environment for students to wait for the school day to begin.

#### **Rules:**

1. Sit quietly in designated section.
2. Get permission before leaving the gym.
3. Food, drinks, toys and all powered off electronic devices stay in backpacks.
4. 7th and 8th grade hallway is off limits before 8:17 am.

**Playground Goal:** To provide students a safe area to play with their peers.

#### **Rules:**

1. Stop playing and line up quietly when the whistle blows or signal is given.
2. Leave dangerous objects such as rocks, bark, snow, and sticks on the ground.
3. Leave all food and drinks in the cafeteria.
4. Stay within the designated areas.
5. Take turns playing on equipment and with other items.
6. Enter and exit the building using the proper hallway behavior.
7. Use equipment for its intended use only.

**Cafeteria Goal:** To provide students with a safe and clean environment to eat and talk with their peers.

#### **Rules:**

1. Stand quietly in the line.
2. Eat quietly and use good manners.
3. Use quiet voices.
4. Stay in our seats and raise our hand to be dismissed.
5. Walk in the cafeteria.

**Restroom Goal:** To provide clean and safe restrooms for student use.

**Rules:**

1. Have a pass to use the restroom outside of classroom breaks.
2. Use all restroom equipment appropriately.
3. Put toilet paper in the toilet and all other paper in the trash can.
4. Flush the toilet after use.
5. Wash our hands with soap and water.
6. Leave the restroom as soon as we are finished.

**Hallway Goal:** To provide quiet, safe hallways for travel throughout the school building.

**Rules:**

1. Walk at all times, facing the direction we are traveling.
2. Keep hands in pockets, at our sides, or clasped behind our backs.
3. Mouths and bodies should be silent.
4. Groups of students should walk in line on the right side.

**Personal Technology Goal:** To allow personal use of technology **ONLY** when permitted by a teacher or staff member.

**Rules:**

1. Phones will be stored in classrooms in a box or tote. Teachers can give students permission to access phones for academic purposes. Students are not to call or text home- they are to come to the office.
2. Not allowed to capture image, audio, or video of any student, staff member, or other person.
3. Nothing is confidential on devices which are on school property.
4. Social media sites are not permitted during school hours.

**School Technology Goal:** To provide a responsible and safe online environment in which learning can be achieved.

**Rules:**

1. Treat devices with responsibility, safety, and respect at **ALL** times.
2. Only be on school approved websites and those assigned for instruction.
3. Not allowed to capture image, audio, or video of any student, staff member, or other person.

**Locker Area:** To provide a safe area for students to store their belongings.

**Rules:**

1. Close lockers carefully and keep them locked.
2. Keep area clean, appropriate & removable decorations only. Damage to a student's locker will be charged to the student.
3. Get needed items and get going. No Loitering!
4. Respect other people's property and space.
5. Lockers are assigned at the beginning of the school year. A non-refundable rental fee (\$1.00) must be paid.
6. Locks are provided for by the student and may be removed by the school if no key or combination is available.
7. Lockers are the property of Caldwell Board of Education and may be inspected or searched by authorized school personnel at any time.
8. Do not share lockers and do not share keys or combinations.
9. Items left in lockers at the end of the school year will be discarded.

**Assembly:** To provide enrichment activities in large group settings where all students can participate.

**Rules:**

1. Sit quietly in assigned areas.
2. Listen to directions quietly, respond appropriately.

**Library:** To Support and supplement the curriculum.

**Rules:**

1. Sign in and out of the library if there from another classroom.
2. Books may be signed out for a period of 2 weeks.
3. Lost, stolen, or damaged books will be assessed for a fine.
4. Overdue books will result in a fine.
5. Work quietly, and no food / drink.

**Consequences for choosing inappropriate behavior**

When students choose inappropriate behavior, we expect them to accept the responsibility for their actions and we will provide opportunities for self-correction. The system outlined allows children to make mistakes, yet accept appropriate consequences. All consequences are based upon

frequency and severity. At any time a student can self-correct to avoid more serious consequences. Each day provides the student with a “fresh start” and a chance to make good choices.

Each grade will have a set behavior management plan for their grade level. More information on specific grade levels will be sent home in a different document.

**Severe Clause:** Severe disruptions will be dealt with immediately by the principals. Possible consequences for severe behavior may include a phone call to parents, detention, in-school suspension, emergency removal, and out-of-school suspension. These decisions will be determined by the principal based on the severity of the offense.

**Teaching Practices and Recognitions for Good Behavior:** It is our belief that teachers need to help students learn appropriate behaviors. We will teach and encourage students to follow the rules outlined above. When students choose to follow the school rules, they will be recognized with special class or individual rewards for good behavior. Five specific programs we will use to reward students are:

1. **Nine Week Behavior Celebration** where students who have demonstrated Excellent Homework Completion and Excellent Behavior will have a special activity with other students from their grade level.
2. **Yellow tickets** in which students are given a yellow ticket when they have been “caught being good” by a staff member. These cards go into a drawing for various prizes and/or rewards.
3. **The Golden Shoes** which is given to a class for Positive Public Behavior. A pair of gold shoes is hung on the classroom door and the students receive an extra recess.
4. **The Golden Spatula** which is given to a class with outstanding behavior in the cafeteria during lunch. This spatula would entitle special cafeteria privileges.

Additional incentives and rewards may be used by individual classroom teachers.

## ATHLETIC PARTICIPATION

Students are encouraged to participate in a number of extracurricular activities.

- Students must have a doctor's physical, signed copy of the Athletic Code of Conduct, and proof of insurance filed before they can practice or participate. Physicals are valid for one year only.
- Any student absent from school for more than half a day because of illness or an unexcused absence WILL NOT participate in a practice or a game on the day of absence.
- Each participant will observe and obey the school training rules as presented by the coach.
- Display good sportsmanship at all times. Failure to do so may result in loss of privilege to participate in future games.

### Athletic Eligibility

Scholarship standards for students in grades 7-8 will be required to **pass a minimum of five courses of all subjects taken** in the preceding grading period.

1. A student enrolled in the first grading period after advancement from 8<sup>th</sup> grades must have passed a **minimum of five of all** subjects carried the preceding grading period in which the student was enrolled.
2. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and receiving passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

## DISTRICT COMPLIANCE OFFICERS

In compliance with state mandates we have appointed state compliance officers Carey Block 740-732-4614 and Justin Seebach 740-732-5634 for contact in the following areas:

1. Civil Rights
2. Section 504/ADA Compliance
3. Anti-Harassment (Sexual or Otherwise)
4. Title IX
5. Non-Discrimination and access to Equal Educational Opportunity.

## NOTICES

Pursuant to the school's Emergency Management Plan, families will be notified of serious threats and emergency events through the “All-Call” system.

Caldwell Elementary School is a designated TITLE 1 School. As a TITLE 1 School, parents are able to request the professional qualifications of each classroom teacher who provides instruction to the parent's child.

**Gifted Education and Identification, Board Policy #2464.** The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in R.C. 3324.03 and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan. "Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board

encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program. The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in one or more of the following content areas:
  1. Mathematics
  2. Science
  3. Reading, writing, or a combination of these skills
  4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the *Chart of Approved Assessment Instruments for Gifted Screening and Identification*. The District shall select instruments from the approved list that will allow for appropriate screening and identification of minority and disadvantaged students, students with disabilities, and students for whom English is a second language. Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School District shall be accepted.

**The Family Educational Rights and Privacy Act (FERPA)**, a Federal Law, requires Caldwell Elementary School, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Caldwell Elementary School may disclose appropriately designated "directory information" without written consent, unless you have advised the Caldwell Elementary School to the contrary in accordance with the Caldwell Elementary School procedures. The primary purpose of directory information is to allow the Caldwell Elementary School to include information from your child's education record in certain school publications. Examples include:

- A playbill, showing your student's roll in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. IN addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Caldwell Elementary School to disclose any or all of the types of information designated as directory information from your child's education record without your prior written consent, you must notify the Caldwell Elementary School in writing by September 30<sup>th</sup>.

The Family educational Rights and privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These right are:

6. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
7. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal , clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the parent or eligible student when notified of the right to hearing.
8. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent, student, or other volunteer assisting another school official in performing his her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

Notification of Rights under the Protection of Pupil Rights Amendments (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) IF the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliation or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of other with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with a lawyer, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use-
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

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Please read over the handbook with your child. Cut at the line, sign and return this form:

**PARENT / STUDENT AGREEMENT**

I have read and understand this handbook. I agree to the terms of this handbook.

Print Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_