

## WELCOME TO ORRVILLE ELEMENTARY SCHOOL

### Orrville City School District

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

### Orrville Elementary School

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

#### District Staff:

**Mr. Jon Ritchie, Superintendent**  
**Mr. Brett Lanz, Assistant Superintendent**  
**Mr. Mark Dickerhoof, Treasurer**  
**Mrs. Deb Byrnes, Food Services Director**  
**Mr. Matt Wyatt, Transportation Director**  
**Mr. Rick Campbell, Operations Director**  
District Website: [www.orrvilleschools.org](http://www.orrvilleschools.org)

#### OES Building Staff:

**Mrs. Beverly Waseman, Principal**  
**Mrs. Ashley Millsaps, Assistant Principal**  
**Mrs. Elizabeth Wallace, Secretary**  
**Mrs. Angela Richmond-Rossiter, School Counselor**  
**Ms. Kelly Ryan, Student & Family Program Coordinator**  
**Mrs. Jessica Dravenstott, School Nurse**  
Building Website: [www.orrville.k12.oh.us/es](http://www.orrville.k12.oh.us/es)

Welcome to Orrville Elementary School. We hope this handbook will help you understand some of the policies and practices of our school. It provides important information concerning school procedures and rules, and it allows for communication between home and school. Please take time to read over the information in the handbook. Our school newsletter will be sent home monthly. Parents are encouraged to sign up on the school web page, [www.orrville.k12.oh.us/es](http://www.orrville.k12.oh.us/es), to receive the newsletter electronically, as well as other school updates. You can also follow OES on Twitter @OrrvilleElemSch and Instagram @orrvillelemsch.

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

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

### **MISSION OF ORRVILLE CITY SCHOOLS**

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

### **OES SCHOOL SONG**

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

### **STUDENT RESPONSIBILITIES**

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

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

### **STUDENT WELL BEING**

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

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

### **Problem Solvers for Orrville Elementary School**

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

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

### **OES DAILY TIME SCHEDULE**

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

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

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

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

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

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

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

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

### **Student Day Schedule**

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

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

3:00 p.m. – Kindergarten Dismissal

3:10 p.m. – Grades 1-2 Dismissal

3:15 p.m. – Grades 3-4 Dismissal

### **ELEMENTARY FEES (K-4)**

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

### **LUNCH FEES AND MEAL CHARGE POLICY**

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

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

#### **Meal Charge Policy Goals:**

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

#### **Meal Charge Limits:**

- When a student has reached the charge limit they will be given an **alternative** lunch until the negative balance is paid in full. They will not be served a breakfast.
- An **alternative** lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.

- Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for Seniors will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

**Elementary School Meal Charge Limits:**

- Paid lunch status students may charge up to \$25.00 (equivalent of 7 lunches and 7 breakfasts)
- Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)
- Student lunches are \$2.50 (\$0.40 reduced), Breakfasts are \$1.00 (\$0.30 reduced). Milk is \$0.50.

**Payment Options:**

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

**Free/Reduced School Meal Applications**

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

**Lunch Account Refunds:**

- A written request for refunds for a withdrawn or graduating student must be sent to the following:  
Orrville City Schools, Director of Operations, 815 North Ella St, Orrville OH 44667
- Parents/guardians may request that remaining funds from a senior’s account be transferred to a siblings account.  
\*This institution is an equal opportunity provider.

**ATTENDANCE**

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

- 1) The parent will call the school by 9:30 in the morning. The school will notify the parent if not called off.
- 2) The call should state the student’s name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
- 3) The student will be responsible for all schoolwork missed. Please do not call the office after 12:30 to request homework being made available by the end of the school day.

**REASONS FOR EXCUSED ABSENCES**

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

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

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

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

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

**EXCESSIVE ABSENCE**

**HABITUAL TRUANCY**

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

**FAMILY VACATIONS/PRE-EXCUSED ABSENCES**

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

**LEAVING SCHOOL**

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

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

**TARDINESS TO SCHOOL**

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

**CHANGE OF ADDRESS OR PHONE NUMBER**

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

**BIRTHDAY CELEBRATIONS AT SCHOOL**

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

**BUS REGULATIONS/RULES**

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

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone’s duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.

- Refrain from loud talking or laughing.
- Keep head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

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

**Bus Discipline Procedures:**

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

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

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

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

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

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

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

**ALTERNATE BUS STOP PROCEDURES**

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

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

**Guidelines and Procedures for Requesting an Alternate Bus Stop**

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

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

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

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

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

**Guidelines for Emergency/Urgent Requests**

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

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

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

**CHEATING**

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

**DRESS CODE**

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

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

5. Flip flops and sandals that do not have a heel strap should not be worn.
6. Shoes with wheels in them are not permitted at school.

**EMERGENCY PROCEDURES**

**Fire Drill:**

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

**Tornado Drill:**

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

**Lockdown Drill:**

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

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

**GENERAL SCHOOL RULES**

All elementary students follow three basic school rules. These rules are followed in every location of the buildings. The students pride themselves on following **The Three R's**:

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

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

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

The procedure when a student reaches the color orange is:

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

The procedure when a student reaches the color red is:

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

Our Homework Policy is outlined below. Homework will be assigned by the classroom teacher as needed. The Homework Opportunity Program (HOP) will be available at OES during the lunchtime recess period. This program allows students to complete homework assignments with help from a staff member. Students will receive an OOPS slip for each missed homework assignment. HOP or Detentions will be assigned based upon the number of OOPS slips received and the grade level of the student. Each month students will start fresh and accumulate new OOPS slips.

Grade	Policy	HOP/Detention
Kindergarten	No detentions will be given for homework. OOPS slips given and student will go to HOP after lunch to complete homework.	Go to HOP on the 3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> OOPS slip
First	No detentions will be given for homework. OOPS slips given and student will go to HOP after lunch to complete homework.	Go to HOP on the 3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> OOPS slip
Second	OOPS slips given. HOP and Detentions assigned based on the number of OOPS slips.	Go to HOP on the 4 <sup>th</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> OOPS slip Detention on 3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup>
Third	OOPS slips given. HOP and Detentions assigned based on the number of OOPS slips.	Go to HOP on the 4 <sup>th</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> OOPS slip Detentions on 3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup>

Fourth	OOPS slips given. HOP and Detentions assigned based on the number of OOPS slips.	Go to HOP on 1 OOPS Detentions for the rest of the month
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**HARASSMENT, INTIMIDATION, BULLYING**

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

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

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

**Ohio’s school safety tip line 844-SaferOH**

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

**SCHOOL HEALTH SERVICES**

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

**Immunizations:**

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

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

**Lice Policy:**

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

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

### Communicable Diseases:

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

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

### Medication Administration:

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

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

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

### Exclusion From Class Due to Illness or Injury

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

### **INCLEMENT WEATHER PROCEDURE**

The school utilizes the Blackboard automated system that calls a parent home phone and one cellphone number. Please make sure to keep your number updated with the office at all times. You may also check the following radio and television stations:

WKYC Ch. 3/NBC    WEWS Ch. 5/ABC Fox8News    WOIO Ch. 19/CBS  
WQKT 104.5FM    WQMX 94.9FM

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

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

### **TWO HOUR DELAY**

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

### **INTOXICANTS**

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



## **MISSING CHILDREN LAW**

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

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

## **PARENTAL CUSTODY**

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

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

## **PLAYGROUND RULES**

Safety is our main concern on the playground. Playground supervisors will not permit activities that appear hazardous or cause injury. The playground rules also follow THE THREE R's: Be Respectful, Be Responsible, and Be Safe.

Any child who misbehaves will, at the discretion of the playground supervisor and principal, be removed from the playground for such time as deemed necessary.

## **PROGRESS REPORTS**

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

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

## **SAFETY CONDITIONS**

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

## **SCHOOL ARRIVAL AND DEPARTURE**

School begins at 8:50. Students walking or being dropped off will not be permitted to enter the building before 8:40 a.m. All students will be dismissed at their grade level time, unless they are involved in a scheduled after-school activity. All students are expected to leave the school grounds immediately following dismissal. A student arriving after school begins at 8:50 or leaving before the day ends must sign in/out at the office.

Parents or guardians picking up students may be asked to show a photo ID if we do not recognize you. Please inform all emergency contacts who have permission to pick up your students to always bring a Photo ID in case it is required. No child will be released to an unknown person without authorization from the parent or guardian.

## **SMOKING**

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

## **STUDENT CONDUCT CODE: DISCIPLINARY MEASURES AND PROCEDURES**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education has zero tolerance for, and will not tolerate, violent, disruptive, or inappropriate behavior by its students. A student's conduct while attending Orrville City Schools is expected to be of such a nature so as to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education—both curricular and extracurricular. A violation of the rules may result in disciplinary action, including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as a disciplinary alternative). No student shall be admitted during the period of his or her expulsion from another school. During an Out-of-School Suspension students will be responsible for all work missed. It is the responsibility of the student to acquire all homework assignments and complete them. It may not be possible to make up class participation activities. All missed assignments are due the day after the student returns and gathers the work. The student will make up tests and quizzes with the teacher. During the suspension/expulsion, the student shall not be permitted on school grounds or attend home or away events sponsored by the Orrville School District.

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

**Rule 2:** Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages and other dangerous or illegal drugs.

**Rule 3:** Contributing to and encouraging disruptive behavior, including, but not limited to fighting.

**Rule 4:** Creating a disturbance

**Rule 5:** Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors and other employees of the district.

**Rule 6:** Intentional, negligent, or careless defacing, damaging, or desecration of school or private property.

**Rule 7:** Intentionally giving incorrect information to faculty, staff or other employees of the district.

**Rule 8:** Gambling

**Rule 9:** Use and/or possession of tobacco in any form

**Rule 10:** Intimidation of faculty, staff, employees, visitors or students of the district

**Rule 11:** Use of profane or vulgar language or gesture to the faculty, staff, employees, visitors, or other students of the district.

**Rule 12:** Theft

**Rule 13:** Cheating

**Rule 14:** Truancy

**Rule 15:** Tardiness

**Rule 16:** Leaving school property or any assigned educational location prior to specified dismissal

**Rule 17:** Inattention in class, study halls, or assemblies

**Rule 18:** Throwing food, liquids, or any article in the cafeteria.

**Rule 19:** The unauthorized throwing of any object, including snowballs

**Rule 20:** Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S. C. A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or others items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

**Rule 21:** Commission of an immoral act.

**Rule 22:** Willful violation of the student responsibilities as established by the Orrville Board of Education

**Rule 23:** Wrongly discharging an alarm system

**Rule 24:** Failure to pay tuition or other approved charges

**Rule 25:** Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day or during school activities.

**Rule 26:** Failure to serve assigned detention

**Rule 27:** Hazing and/or sexual harassment

**Rule 28:** Public display of affection

**Rule 29:** Being in an unauthorized school area

**Rule 30:** Lack of preparation and materials

**Rule 31:** Unauthorized uses, or use other than the specific assigned or approved purpose, or school voice, video, and technology.

### **SUSPENSIONS (see board policy)**

Suspensions may be administered by the principal, assistant principal or other administrator. No suspensions are to exceed 10 school days. The administrator will give written notice of intention to suspend out of school and the reasons why to the student. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or his/her designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. Written notice of the suspension will be mailed or otherwise presented to the parent, guardian or custodian of the student and the Treasurer of the Board within 24 hours of the suspension.

### **REMOVALS (see board policy)**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to the direct, supervise or coach a student activity program may remove the student from the premises.

### **EXPULSIONS (see board policy)**

Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of student for more than 10 days, but not more than one year.

## TOYS & NOVELTIES

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

## BICYCLES, SCOOTERS, AND SKATEBOARDS

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

## BACKPACKS

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

## VISITING SCHOOL

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

## COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

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

electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

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

activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, and uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. **Specific Limits on Communication Over the District Network:**

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

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

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

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

Such procedures or guidelines will be designed to:

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

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

16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

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

HAVE A WONDERFUL SCHOOL YEAR!