

# C.E. BUDD SCHOOL

2017- 2018

## Parent/Student Handbook

[www.lpschools.k12.oh.us](http://www.lpschools.k12.oh.us)



Lisa G. González, Principal

The Redbird Way to Citizenship:

I am Respectful  
I am Responsible  
I am Invested



# Superintendent's Message



Loudonville-Perrysville Exempted Village School District

Office of the Superintendent

Catherine M Puster, CEO

210 East Main Street

Loudonville, Ohio 44842

capuster@lpschools.net

Office: 419-994-3912 x501; Fax: 419-994-5528



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## *Welcome to the 2017-2018 School Year!*

The staff at Loudonville-Perrysville Exempted Village School District are committed to ensuring everyone who walks through our schoolhouse doors feel welcome, valued, and appreciated. We cherish the relationships we have with our students, families, and community. Additionally, it is our responsibility to ensure students are safe, supported, and master taught. High quality instruction and positive relationships encourage everyone in the school community to be stronger and better prepared.

The beginning of a new school year is always exciting and a little scary for students, staff and families. It is a chance for new beginnings, and new challenges. It is a chance to start fresh or to continue on a positive path that began years earlier. It is a chance to grow as a learner and as a person. It is a chance to find hidden talents and strengths and to learn the importance of allowing those gifts to be demonstrated daily. It is a chance to build friendships with other students and staff, which will provide support in reaching long-term goals.

As we reflect upon our own first-day-of-school memories, let us remember the awesome opportunities we were presented with. It was a chance to start over each year in our study habits and decision-making. It was a chance for parents and children to get back on track and focus on the important things in the future. Our education and knowledge are assets that no one can take away—no matter what. I encourage all of us to talk to our young people about school, and ask them about what they are learning in school. I also encourage parents to check ProgressBook at least weekly to discuss classroom activities and content. Lastly, I invite all parents and guardians to parent-teacher conferences held twice a year. (The dates are found on the district website at [www.lpschools.k12.oh.us](http://www.lpschools.k12.oh.us).)

Finally, I wish to remind everyone that the key to a successful future is education. Our children will take their education with them wherever they go. As we help our children to process and learn new information, it is also important for all of us to help students realize the powerful ownership they have in the learning process. This power begins with coming to school prepared to learn and ready for new challenges.

Thank you all for taking the time to read this open letter to the parents, staff, and students of Loudonville-Perrysville Exempted Village School District. Parents or guardians who have questions about school-related items are encouraged to call their respective building principals.

Yours in Education,  
Catherine M. Puster

## Contents

“Information Please” Directory .....	6
C.E. BUDD SCHOOL PERSONNEL .....	9
PROCEDURES.....	10
ARRIVAL OF STUDENTS .....	10
DISMISSAL OF STUDENTS.....	10
ATTENDANCE .....	10
ABSENCES.....	10
TARDIES.....	11
C. E. BUDD SCHOOL CODE OF CONDUCT .....	11
DISCIPLINE.....	12
DETENTION .....	13
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR.....	13
RECESS.....	15
PHYSICAL EDUCATION.....	15
IMMUNIZATIONS .....	15
ILLNESS/INJURIES .....	15
BEE STINGS/ALLERGIES .....	15
ADMINISTERING MEDICATION .....	15
HEADLICE .....	16
CELL PHONES.....	16
BRINGING ITEMS TO SCHOOL.....	16
LOST AND FOUND .....	16
ASSEMBLIES .....	17
FIELD TRIPS.....	17
MUSIC PROGRAMS.....	17
STUDENT SAFETY .....	17
L-P EMERGENCY ALERT SYSTEM .....	17
SCHOOL CLOSING WEATHER /EMERGENCY.....	17
<b>Radio Station</b> Dial #    Dial #.....	18
<b>TV Stations</b> Channels: 3,5,8,10,12 .....	18
PARENT-TEACHER CONFERENCES.....	18
GRADING SCALE .....	18
ACADEMIC AWARDS .....	18
STUDENT PROGRESS .....	19
PROMOTIONS AND RETENTIONS.....	19
PHOTOGRAPH REFUSAL/AUP .....	20
CAFETERIA.....	20
TEXTBOOKS/LIBRARY BOOKS .....	20
DRESS AND GROOMING.....	20
STUDENT FEES.....	20
STUDENT RECORDS.....	21
<b>UNMARRIED PARENTS</b> .....	21
VOLUNTEERS.....	22
Loudonville-Perrysville Exempted Village School District Computer Network, Internet Acceptable Use, Internet Safety and District-Owned Device Policy.....	22
<b>Purpose and Use:</b> .....	22

<b>Users Bound by Policy in Accepting Access:</b> .....	23
<b>Personal Responsibility:</b> .....	23
<b>Reporting Misuse of the Network:</b> .....	23
<b>Violating Policy with Personal Equipment:</b> .....	23
<b>Discipline for Violation of Policy:</b> .....	23
<b>First Offense-</b> Written warning- Account disabled for 1 week and one day ISS. ....	23
<b>Second Offense-</b> Written warning- Account disabled for 6 weeks.....	23
<b>Third Offense-</b> Written warning- Account disabled for Full Semester.....	24
<b>Fourth Offense-</b> Written warning- Account disabled for remainder of school year. ....	24
Waiver of Privacy: .....	24
<b>1. District-Owned Equipment</b> .....	24
<b>3. Unacceptable Uses of the Network:</b> .....	24
<b>4. Violations of Privacy</b> .....	25
<b>5. Education, Supervision and Monitoring:</b> .....	26
<b>6. Training:</b> .....	26
<b>7. System Security and Integrity:</b> .....	26
<b>8. No Warranties Created</b> .....	26
<b>9. Updated to Account Information</b> .....	27
<b>10. Websites</b> .....	27
Pick-up and Drop-off.....	28
<b>Pupil Transportation Policies</b> .....	28
Bus Discipline Guidelines .....	29
Procedure for Requesting an Alternate Bus Stop .....	29
<b>Introduction</b> .....	29
Guidelines and Procedures for Requesting an Alternate Bus Stop on a Permanent Basis:.....	30
Guideline and Procedures for Requesting an Alternate Bus Stop on a Temporary Basis: .....	30
1. Request for Special Absence page 32 .....	32
2. Alternate Bus Stop Request Form page 33 .....	32
3. Self-Medication for Asthma Inhalers page 34.....	32
4. Use of Epinephrine Auto injectors page 35.....	32
5. Permission for Non-Prescription Medications page 36 .....	32
6. Permission for Prescription Medications page 37 .....	32
REQUEST FOR SPECIAL ABSENCE .....	33
ALTERNATE BUS STOP REQUEST FORM .....	34
SELF-MEDICATION FOR ASTHMA INHALER.....	35
USE OF EPINEPHRINE AUTOINJECTORS .....	36
PERMISSION FOR NON-PRESCRIPTION MEDICATIONS.....	37
PERMISSION FOR PRESCRIPTION MEDICATIONS.....	38

# “Information Please” Directory

Revised Fall 2017

<u>Area</u>	<u>Contact Person</u>	<u>Position</u>	<u>Phone</u>	<u>Fax</u>
Athletics				
- LHS 7-12	Kelly Seboe	Director	419-994-4101	419-994-3485
Attendance/Truant Officers				
- District	Jennifer Barlow	Liaison	419-994-3913	419-994-5116
- District	Linda Hodapp	Liaison	419-994-4103	419-994-3485
- McMullen School	Annette Gorrell	Principal	419-994-3913	419-994-5116
- Budd School	Lisa González	Principal	419-994-3327	419-994-7003
- LHS	Kelly Seboe	Asst. Principal	419-994-4101	419-994-3485
Board of Education				
	David Hunter	President	419-938-1027	419-994-4544
	Roy Templeman	V. President	419-994-5528	419-994-5528
	John Carroll	Member	419-994-5658	419-994-5528
	Kathy Adams	Member	419-938-3291	419-994-5528
	Nathan Steinmetz	Member	419-994-5222	419-994-5528
Budd Auditorium Rental	Bev Wolford	Sec/Budd	419-994-3327	419-994-7003
Budd Elementary School	Lisa González	Principal	419-994-3327	419-994-7003
Buildings/Grounds/Maint.	Shayne McCaskey	Supervisor	419-994-3761	419-994-3485
Cafeteria/Food Service	Terri Blanchard	Supervisor	419-994-3761	419-994-3485
Career Center (AC/WH CC)	Michael Parry	Superintendent	419-289-3313	
Curriculum/Instruction/Assess.	Chrissie Butts	Director	419-994-3912	419-994-5528
Electronic/On-Line Courses	Dan Eckenwiler	LHS Asst. Prin.	419-994-4101	419-994-3485
EMIS				
	Bev Bilger	Coordinator	419-994-2147	419-994-5528
	Leslie Kamenik	Co-Coordinator	419-994-9014	419-994-3485
Financial/Fiscal Services				
	Marie Beddow	Treasurer/CFO	419-994-3562	419-994-2307
	Lori Allenbaugh	Payroll	419-994-3562	419-994-2307
	Chris Bowman	Acct. Payable	419-994-3562	419-994-2307
Gifted & Talented Education	Chantele Slover	Coordinator	419-994-3327	419-994-7003

Grants/Resource Development	Leslie Kamenik	Coordinator	419-994-9014	419-994-3485
Guidance/Counseling				
- McMullen School	Beth Ring	Counselor	419-994-3913	419-994-5116
- Budd School	Beth Ring	Counselor	419-994-3327	419-994-7003
- LHS (7-8)	Beth Ring	Counselor	419-994-4103	419-994-3485
- LHS (9-12)	David Lance	Counselor	419-664-4103	419-994-3485
Instructional Technology	Leslie Kamenik	Coordinator	419-994-9014	419-994-3485
Liaison				
- McMullen School	Beth Cole	Liaison	419-994-3913	419-994-5116
- Budd School	Beth Cole	Liaison	419-994-3327	419-994-7003
- LHS	Linda Hodapp	Liaison	419-994-4103	419-994-3485
Library/Media	Julie Seboe	Coordinator	419-994-4101	419-994-3485
Loudonville High School				
- Administration	John Lance	Principal	419-994-4101	419-994-3485
- Athletics	Kelly Seboe	Director	419-994-4101	419-994-3485
- Attendance	Kelly Seboe	Asst. Principal	419-994-4101	419-994-3485
- Discipline	Kelly Seboe	Asst. Principal	419-994-4101	419-994-3485
- Electronic/On-Line Courses	Dan Eckenwiler	Asst. Principal	419-994-4101	419-994-3485
- FFA/Vo-Ag	Kendra Carnegie	Instruct/Advisor	419-994-4101	419-994-3485
- Guidance/Counseling	Beth Ring (7-8)	Counselor	419-994-4103	419-994-3485
	David Lance (9-12)	Counselor	419-994-4103	419-994-3485
Music				
- Choral/Vocal	Michael Snyder	Director	419-994-4101	419-994-3485
- Bands	Angela Spreng	Director	419-994-4101	419-994-3485
Transcripts	Judy Briggs	Sec/Guidance	419-994-4103	419-994-3485
McMullen Elementary School	Annette Gorrell	Principal	419-994-3913	419-994-5116
Mohican Youth Acad. Liaison	Christine Butts	Director	419-994-2147	419-994-5528
Nursing Services	Katie Redmond, RN	Nurse	330-347-9504	419-994-3485
Open Enrollment	Bev Bilger	EMIS	419-994-3912	419-994-5528
Personnel/Job Applications	Chris Bowman	Sec/Supt	419-994-3912	419-994-5528
Preschool Program				
- Supervision/Admin.	Kim Riley	Director	330-345-6771	330-345-7622
- McMullen Unit	Alison Todd	Preschool Staff	419-994-3913	419-994-5116
- McMullen Unit	Stephany Finley	Preschool Staff	419-994-3913	419-994-5116
Psychological Services	Rhonda Curtis	Psychologist	419-994-2147	419-994-5528

Pupil Personnel Services	Melissa Leininger	Director	330-418-3617	419-994-5528
Resident Educator Program	Chantele Slover	Coordinator	419-994-3327	419-994-7003
Standardized Testing	Dan Eckenwiler	LHS Asst. Prin	419-994-4101	419-994-3485
	Chrissie Butts	Director	419-994-3912	419-994-5528
Superintendent & CEO	Catherine Puster	Superintendent/CEO	419-994-3912	419-994-5528
Technology Services				
- Coordinator	Leslie Kamenik	Coordinator	419-994-9014	419-994-3485
- LAN/WAN/Tech Support	Ben Burge	Network Admin	419-994-9014	419-994-3485
- Web Site & Electronic Sign	Cindy Young	Tech Aide	419-994-9014	419-994-3485
- Web Address	<a href="http://www.lpschools.k12.oh.us">http://www.lpschools.k12.oh.us</a>			
Transportation Services	Kenny Carroll	Supervisor	419-994-3314	419-994-3578
	Jason Pennell	Asst. Supervisor	419-994-3341	419-994-3578
Work Permits	Judy Koppert	Sec/Supt	419-994-3912	419-994-5528



# C.E. BUDD SCHOOL PERSONNEL

2017/18

## **OFFICE**

Mrs. Lisa Gonzalez, Principal  
Mrs. Bev Wolford, Secretary to Principal  
Mrs. Sherry Hannan, Office Aide  
Mrs. Beth Ring, School Counselor

## **4<sup>th</sup> GRADE**

Mr. Justin Abshear  
Mrs. Sandy Cates  
Mrs. Julie Rieser  
Ms Tami Sprang

## **5<sup>TH</sup> GRADE**

Mr. Alex Bates  
Ms Jill Crone  
Mrs. Joan Stoner  
Mrs. Rose Vansickle

## **6<sup>TH</sup> GRADE**

Mrs. Carol Allarding  
Mrs. Traci Cooper  
Mrs. Kelly Shetler  
Mrs. Robin Strong

## **INTERVENTION SPECIALISTS**

Mrs. Jody Getz  
Mrs. Alicia Vaughan  
Mrs. Mable Purdy  
Mrs. Jen Vaughan

## **TITLE I READING**

Ms Elaine Mikus

## **SPEECH/HEARING**

Mrs. Carrie Laver

## **ART**

Mrs. Shannon Clokey

## **LIBRARY**

Mrs. Julie Seboe, Librarian  
Mrs. Beth Hansen, Aide

## **MUSIC**

Mr. Caleb Stout, General Music  
Mrs. Angela Spreng, Instrumental

## **PHYSICAL EDUCATION**

Mr. Tom Fisher

## **EDUCATIONAL AIDES**

Mrs. Ann Gardner  
Mrs. Karen Garman  
Mrs. Andrea Landoll  
Mrs. Sarah Stanger

## **CAFETERIA**

Mrs. Alice McDonald  
Mrs. Judy Weiser

## **CUSTODIANS**

Mr. Bryan Coey  
Mrs. Penny Patterson

## **DISTRICT PERSONNEL @ BUDD**

Mrs. Beth Cole, School Liaison  
Mrs. Melissa Leininger, Director of Pupil Personnel  
Mrs. Rhonda Curtis, School Psychologist  
Mrs. Chantele Slover, Gifted & Res. Ed. Coordinator  
Mrs. Chrissie Butts, Curriculum & Instruction  
Mr. Shayne McCaskey, Head of Maintenance

# PROCEDURES

## ARRIVAL OF STUDENTS

Students are to go to the playground where supervision begins at 7:45 a.m. Students eating breakfast will be allowed to enter the cafeteria and return to the playground until the 8:00 a.m. In case of inclement weather, students are to enter the auditorium. Safety patrol goes on duty at 7:50 a.m.

## DISMISSAL OF STUDENTS

School ends at 3:00 p.m. Walkers are to leave the building upon dismissal through the south doors to the playground. Bus riders will sit by bus row and are supervised in the auditorium until their bus arrives. If your child must leave school before 3 p.m. for any reason, a parent or person picking up the child must sign them out in the office. Any changes for bus pick-up or drop-off are done by the week. Safety patrol goes on duty at 2:50 p.m. and ends at 3:10 p.m.

## ATTENDANCE

Attendance is a key factor in success in school. Every student is expected to be in attendance every day unless they are ill or have a family emergency. In accordance with Ohio law, we need to know why your child is absent. **You are required to call the school by 8:30 a.m. if your child is going to be absent.** Please call and leave a message with the reason your child is absent on the answering machine if it's before 8:00 a.m. If you do not call by 8:30 a.m. the school will call you.

Please write a note when your child returns to school with your child's name, teacher's name, and reason for absence. If you take your child to the doctor, please send in a doctor's note.

If you are going on vacation there is a Request for Special Absence form, in this book or in the school office, which must be completed one week before leaving for vacation.

If a student is absent ten (10) days in one school year (excused, unexcused, or a combination of excused and unexcused) he/she must present a doctor's note after each additional day of absence. Failure to comply will result in the absence(s) being recorded as unexcused.

## ABSENCES

**Habitual truant** refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

**Unruly child** refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

**Delinquent child** applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

**Attendance officers shall file a complaint in juvenile court on the 61st day** after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year
- The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives

If the student has absences as noted above, but the absence intervention team determines that the student has made “substantial progress” according to the plan, the attendance officer shall not file a complaint in juvenile court.

If the 61st day after implementation of an absence intervention plan falls during the summer months, the district has the discretion to allow the absence intervention team or attendance officer to extend the implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

## TARDIES

It is a parent’s responsibility to make sure your child arrives at school on time each day. **Students who arrive after 8:10 a.m. are tardy and must sign-in in the office.** Penalties for tardiness are as follows:

- A warning will be issued when a student is tardy three (3) times in one quarter.
- A letter will be sent home when a student is tardy (8) times in one quarter.
- A phone call will be assigned each time a student accumulates four (4) additional tardies in one quarter.
- Each quarter is a “clean slate”.
- Chronic/excessive tardiness will be referred to the attendance/truant officer.

## C. E. BUDD SCHOOL CODE OF CONDUCT

The primary objective of the school code of conduct is to develop each student’s potential for learning and foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions that interfere with teaching and learning activities. A student’s conduct determines to a great extent the full development of their potential for learning and the development of positive relationships.

The Code of Conduct at the C. E. Budd School reflects the adopted Code of Conduct as approved by the Loudonville-Perrysville Board of Education.

Our **Redbird Way** Code of Conduct is designed to help create a climate of cooperation, academic excellence, respect and safety at C. E. Budd School. We have three consistent school-wide expectations for all students at Budd. Redbirds are **RESPECTFUL, RESPONSIBLE, and INVESTED**. We want students to develop self-discipline, asking themselves, “Is this safe for me and for others?” “Am I being respectful of myself, others, places, things, and learning?” and “Am I being responsible for my words, actions, and learning?” Parental support in honoring and reinforcing the School Code of Conduct will help students in becoming self-disciplined learners.

## DISCIPLINE

Parents and students should understand that any teacher, secretary, bus driver, or adult employee has the authority to teach, reteach, and correct misconduct at any time.

There are three basic guidelines that each student must follow in order to be a successful student at Budd School:

1. Be **RESPECTFUL** to teachers, adults, each other, school property, and each other's property.
2. Be **RESPONSIBLE** for being where you are supposed to be, and when you are supposed to be there.
3. Be **INVESTED** in your learning. Allow teachers to teach and others to learn. Avoid any activity that disrupts the learning process. Parental cooperation is necessary if we are to maintain a stable educational environment. We encourage parents to discuss problems with their child's teacher. Parents are encouraged to call the principal at school if problems arise beyond the classroom.

The **Redbird Way** Code of Conduct at C. E. Budd School reflects the adopted Code of Conduct as approved by the Loudonville-Perrysville Board of Education and the tenants of Positive Behavior Intervention and Supports (PBIS). Using PBIS we believe that when students are taught the appropriate behavioral expectations and practice them after each violation, they will learn the appropriate way to conduct themselves and understand the expectations.

The severity of an offense will affect the disciplinary steps to be taken. It is the teacher's/principal's option to assign the appropriate disciplinary action. The following are considered severe offenses:

Type	Offense	Potential Consequences
MAJOR OFFENSES	Insubordination/disrespect with adult (talking back to adults, refusal to follow directions)	<ul style="list-style-type: none"> <li>• Student/parent conference with principal</li> <li>• Suspension</li> <li>• Payment for damages</li> <li>• Conference with Ashland County probation officer for Juvenile Court</li> <li>• Unruly charges filed with Ashland County Juvenile Court</li> <li>• Expulsion- Parent will be responsible for the required expense of tutoring while student is expelled. Expulsion is for one semester.</li> </ul>
	Fighting/Immoral Acts/Physical Aggression	
	Theft	
	Possession/Use of harmful substances (alcohol, tobacco, smokeless tobacco)	
	Possession/Use of illegal drugs and drug paraphernalia	
	Possession of potentially dangerous/harmful objects (knives, fireworks, or other potential weapons)	
	Use of dangerous weapons	
	Destruction of property	
	Truancy	
	Cheating	
	Bullying	
	Lying	
	Failure to follow school rules	
	Abusive language	
Defiance		

The following offenses are inappropriate and can often be resolved with communication, reteaching, and in-school consequences. After investigation, a minor offense might turn into a major.

Type	Offense	Potential Consequences
MINOR OFFENSES	Electronic violation	<ul style="list-style-type: none"> <li>• Re-teaching and practicing the appropriate behavior</li> <li>• Loss of privileges</li> <li>• Conference with student</li> <li>• Noon Room with teacher</li> <li>• Parent contact</li> <li>• After-School Detention with teacher/principal</li> <li>• Individualized Instruction</li> <li>• Reflection/incident report</li> <li>• Suspension</li> </ul>
	Skipping class	
	Tardiness	
	Misuse of property	
	Fighting	
	Disrespect towards adults	
	Bullying	
	Aggressive Behavior	
	Classroom Disruption	
	Failure to follow school rules	
	Inappropriate Language	
	Physical Contact	
	Not following school/class rules	
	Immature Acts	

## DETENTION

It will be the choice of the teacher/principal to use detentions as a consequence when rules have been violated. The school will not transport students who lose their regular means of transportation as a result of detention. After-school detentions are scheduled from 3:00 p.m. - 4:00 p.m. and a parent will receive advance notice of when the detention will be served. Failure to serve an after-school detention will result in a rescheduling of the detention.

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

**Harassment, intimidation, or bullying** means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior **both** causes mental or physical harm to the other student(s) **and** is sufficiently severe, persistent, or pervasive that it creates an intimidation, threatening, or abusive educational environment for the other student(s).

**Aggressive** behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to such behaviors as stalking, bullying, cyber-bullying, intimidation, menacing, coercion, name calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students.

## RECESS

Children are expected to go outside for recess unless there is inclement weather. Weather conditions, including precipitation, temperature, and wind chill will be considered when the school office decides between inside and outside recess. Please have your child dress accordingly for the weather.

## PHYSICAL EDUCATION

All students are expected to participate in physical education activities. All students must wear regular tennis shoes with rubber soles. If you have any questions contact your child's PE teacher. Those students not participating due to illness or injury must have a written excuse from the doctor.

## IMMUNIZATIONS

In compliance with Ohio law, any student who has not received the required immunizations, or who does not have a record on file in the school office within 14 days of entering school, shall be excluded from school on the 15<sup>th</sup> day. Exception: providing proof to the office that the child is in process of receiving the required immunizations.

## ILLNESS/INJURIES

School personnel are only permitted to take care of minor cuts and scrapes by cleaning with soap and water and applying a Band-Aid. They are not permitted to use any kind of ointments or dispense medicines for injuries or sickness without a completed Permission for Medication form. If the injury is severe we will make every effort to contact you or your emergency contact person to pick up your child if he/she has a fever or obvious illness.

Parents are responsible for providing the school with current information, including work phone numbers, or an emergency contact person who can be reached during the school day to care for a sick child.

In case of an emergency, we will notify the parents or emergency contact person(s) listed on the emergency medical form to advise you that your child may need medical attention. In emergencies, we will call the emergency squad.

## BEE STINGS/ALLERGIES

Parents are responsible for informing the school of their child's allergies, such as a reaction to bee stings. The parents are responsible for providing a doctor's authorization form and necessary medication.

## ADMINISTERING MEDICATION

School personnel are not permitted to give medication without a completed Permission for Medications form, with parent and/or doctor's signature on file. This includes over-the-counter medicines such as cough drops, aspirin, poison ivy lotions, etc.

State law allows children with asthma to carry an inhaler with them at all times. Your child's physician must complete a Self-Medication for Asthma Inhalers form and have it on file in the office before your child may carry his/her inhaler.

## Medication

1. Medications will be permitted in school only when verified by a physician that the medication must be taken during school hours.
2. A student using prescribed medication during school hours must have a signed medication authorization form on file from the parent or guardian and a properly completed physician's statement.
3. The following practices will be maintained in managing medication in school:
  - All medication, prescription as well as non-prescription, will be kept in the office. If a medication requires refrigeration, it will be kept in the refrigerator located in the office.
  - All medication must be labeled:
    - name of student
    - name of medication
    - directions for dispensing
  - All medication will be dispensed by the secretary or principal. Teachers will assume no responsibility in this area other than sending the student to the office at the designated time.

## HEADLICE

We have periodic head checks throughout the school year and will send your child home if lice or nits are found. If you notice your child having this condition, please notify the school. Students will be excused 2 days for head lice. Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not readmitted until the parent completes a verification form documenting that the student has been treated, what was used, and other steps taken to remove nits and do the necessary treatment/cleaning in the home environment.

Parents must accompany their child to school after treatment to be rechecked. Ohio Administrative Code (OAC) 3701-3-13 (Q) states: A person with head lice shall be excluded from school until after the first treatment with an effective pediculicide. Ashland County Health Department requires students to be nit free upon returning to school.

## CELL PHONES

Budd students are not permitted to have cell phones or other electronic devices turned on or in use during the school day. If a student does have a cell phone in school, the phone or device must be turned off and placed in the locker. If the phone or device is turned on or in use during the school day, the phone or device will be taken away and turned into the office. These items may be returned at the end of the day after the first offense. Repeat offenses will result in items being returned only to a parent.

## BRINGING ITEMS TO SCHOOL

Students should not bring expensive items to school. The school is not responsible for items broken, lost, damaged, or stolen.

## LOST AND FOUND

A lost and found container is located on the first floor outside of the office. Students may check the lost and found for lost items. At the end of each 9 weeks all unclaimed items will be donated to a non-profit organization. Parents can help reduce lost articles by marking them with their child's name.



## ASSEMBLIES

Assemblies are held to supplement the regular school academic program. The community is invited to attend all school assemblies.

## FIELD TRIPS

Field trips are a day of educational instruction and, as such, students must attend school the same as usual. Field trips are designed to educate as well as entertain students.

We do have limitations on the number of people who can attend field trips. All decisions are final regarding number of chaperones and field trip rules made by the classroom teacher/principal. Non-school-aged children and siblings from other grade levels are not permitted on the field trip.

## MUSIC PROGRAMS

Music programs are considered part of the music curriculum. All students are expected to participate and attend the music programs. If a student does not attend, they can expect their music grade to be lowered. Except for emergencies, parents must notify the music teacher, in writing, for an absence to be excused.

## STUDENT SAFETY

The safety of children at school is a primary concern of the school staff. All exterior doors are locked during school hours. If you need to enter the building during school hours, press the gray button on the intercom at the main door on the east side of the building. Then follow the office personnel's instructions. Visitors are to report to the school office upon entering the building.

Evacuation drills are practiced monthly to ensure that students know the proper safety procedure. Tornado drills are held monthly during tornado season. Drills to secure the building in case of a threatening situation are also practiced.

In cooperation with the Loudonville Police Department, the school operates a safety patrol. The purpose is to provide safe street crossings for school students. Students are on duty from 7:50 a.m. – 8:00 a.m. and 2:50 p.m. – 3:10 p.m. Students are to use the protected crossings at Union and Bustle Streets and Bustle and Wood Streets where Safety Patrols are stationed. All students must obey the safety patrol or face disciplinary action.

## L-P EMERGENCY ALERT SYSTEM

The Loudonville-Perrysville Emergency Notification System provides immediate subscriber service to an automated system for delivery of text messages and/or email messages. The district is currently offering notification for district-wide emergency information, school news, and athletic information. You may subscribe to either one or both. To subscribe to the service, please visit <http://ohioalerts.org/lpschools>

## SCHOOL CLOSING WEATHER /EMERGENCY

In case of an early dismissal due to weather or an emergency, it is imperative that your child knows where to go. Make sure you complete the Emergency/Early Dismissal form and return it to the office. If an emergency situation, such as a lock down, etc. occurs, listen to the radio to receive instructions on how, when and where your child will be able to be released. Our Alerts texts will also update parents so please sign up for them. Update your phone number with the office if yours changes. Students will be

bused home when the situation is resolved and it is safe to dismiss school. When school is cancelled, all events are cancelled for that day and evening.

The following radio and TV stations will broadcast information on closings, late starts, or early releases:

<u>Radio Station</u>		Dial #				Dial #
WNCO	Ashland	101.3FM	1340AM	WMVO	Mt. Vernon	93.7FM
WYNT	Mansfield	Y105FM		WKLM	Millersburg	95.3FM
WMAN	Mansfield	1400AM		WSWR	Mansfield	100.1FM
WVNO	Mansfield	106.1FM		WFXN	Galion	102.3FM
WRGM	Mansfield	1440AM		WZLP	Loudonville	95.7FM
WQKT	Wooster	104.5FM	1300AM			
<u>TV Stations</u>	Channels: 3,5,8,10,12					

## PARENT-TEACHER CONFERENCES

We have parent-teacher conferences twice a year. See the school calendar for dates. Each teacher will schedule one conference per child for the two conference times. The non-custodial parent is encouraged to attend the conference with the custodial parent. A non-custodial parent may request copies of the child's report card and newsletter. (These requests should be made each school year).

## GRADING SCALE

The school is on nine-week grading periods. Check the school calendar for these dates. The Grading Scale for the C. E. Budd School is as follows:

93 – 100%	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
Below 60	Failing

## ACADEMIC AWARDS

Each grading period, a list of all A's and honor roll students will be compiled and sent to the local newspaper for publication. To be eligible for the A list a student must earn an A- or above in all academic subjects and a rating of satisfactory in art, music, physical education, library, and band, if applicable. To be eligible for the honor roll list a student must earn a B- or above in all academic subjects and a rating of satisfactory in art, music, physical education, library, and band, if applicable.

## STUDENT PROGRESS

As part of our home-school collaboration, we encourage you to view your student's progress throughout the year online at the L-P Schools website. You will receive instructions from our tech coordinator at the beginning of the school year on how to set up a **Gradebook Parent Account**. It can be accessed on your computer or mobile device for checking homework, classroom assignments, and test results. Helping students learn time-management at home and school will keep them up-to-date on their assignments.

## PROMOTIONS AND RETENTIONS

Any student who is truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade may be retained unless the student's principal and the teachers in the failed subject areas agree that the student is academically prepared to be assigned to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

The judgment and recommendation of the teacher and principal will be the determining factor in decisions related to promotion and retention of students in the school district. Parental concerns will be given due consideration in final decisions regarding promotion and retention. Under the Ohio Revised Code the Superintendent of the Schools is the person with ultimate responsibility for assignment of students to the proper grade.

The Grade level policies on the promotion and retention of students are as follows:

Before a decision to retain a student is made, the Intervention Assistance Team (IAT) process will be utilized. Parents will be informed and kept up-to-date throughout the IAT process pursuant to the guidelines and procedures in place. If a recommendation of retention is made, the parents will be asked to sign a form indicating their agreement or disagreement with this recommendation.

Third grade students who receive a limited proficient score on the third grade reading achievement test are provided one of three options:

- A. Promotion to fourth grade if the principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared for fourth grade;
- B. Placement to the fourth grade and provide "intensive intervention" services; or
- C. Retention in the third grade.

Students who are reading below grade level at the end of third grade are offered "intensive intervention" services during the summer following third grade.

Intervention services are also offered to students who:

- A. Score below the proficient level on state achievement assessments; and/or
- B. Are not demonstrating academic performance at their grade level based on the results of diagnostic assessment.

## PHOTOGRAPH REFUSAL/AUP

Throughout the school year, there are times when students are photographed for news releases for newspapers, or our website covering various activities within the school. In order for your child's name and image to be used in the yearbook or other forms of publicity, we must have on file a signed AUP sheet giving permission for your student to be published.

## CAFETERIA

All schools have an offer vs. serve policy. There is a second choice offered daily. Lunch/breakfast can be pre-paid by the week, or month. Free and reduced lunches/breakfasts are available for children who qualify. Applications are available in the office. In order to ensure the safety of our students, students in Budd School are not permitted to leave school during lunch unless accompanied by an adult.

## TEXTBOOKS/LIBRARY BOOKS

Students are responsible for textbooks, or library books checked out to them. If textbooks or library books are lost or if damage exceeds normal wear and tear, the student will be charged replacement cost.

## DRESS AND GROOMING

Students are expected to use good judgment in regards to dress and apparel. With this in mind, students may dress within the following guidelines:

1. Shorts are to be at least mid-thigh in length
2. No tank tops unless worn over or under a short sleeve t-shirt. No bare midriff shirts
3. Hats and head coverings may not be worn in the building
4. Sandals must have back straps. No flip flops or high heels.
5. Students are not to wear or bring items which reference drug, alcohol, tobacco, or are considered inappropriate
6. Students who violate these guidelines will call home for a change in clothes. If clothing is a concern, a meeting with the school liaison can be held to discuss options.

## STUDENT FEES

Section 3313.642(A) for the Ohio Revised Code authorizes Boards of Education to charge a fee for any materials used in a course of instruction other than the necessary textbooks or electronic textbooks. Fees may be charged for consumable materials and instructional supplies if their use is clearly restricted to classroom instruction.

Boards of Education may also charge a fee for courses in driver education (3301.171), for summer school, for a day or evening school for adults or out-of-school youth, or for a technical school or institute for instruction beyond high school (3313.641). Courses of instruction in basic literacy may be offered with or without tuition, as the board determines (3313.641).

Boards of Education may adopt rules and regulations prescribing a schedule of fees for those materials furnished for a fee and a schedule of charges which may be imposed upon pupils for the loss, damage,

or destruction of school apparatus, equipment, musical instruments, library materials, and textbooks furnished without a charge, and for damage to school buildings.

Payment of the fees and charges prescribed may be enforced by withholding the grades and credits of the pupils concerned (3313.642).

## STUDENT RECORDS

Student records are confidential and are protected by the Privacy Act. The school staff and the child's natural parents or legal guardians have access to the records. Directory information (name, address, listed phone number, etc.) on the child is not protected by the Privacy Act.

Parents who have requested access to their child's records have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records. A divorce or change in custody does not change the rights of a natural parent to his/her child's records.

A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and may have the opportunity to attend his/her child's scheduled conferences.

If it is not possible for both natural parents to attend, we will see the custodial parent and send all information concerning the conference to the non-custodial parent upon request. **Only the custodial parent has the right to make educational decisions requested by the school.**

**Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.**

Parents have an obligation to inform the school any time the custody of a child changes. A copy of the custody papers must be on file in the office if parents are divorced. The school officials will need to see and copy court orders pertaining to a child's custody. Children will not be released to a non-custodial parent unless a note is sent or a phone call is made to the office. Children will be known by the name on their birth certificate. If you are adopting a child, we will not change his/her name until we have a copy of the legal adoption papers or new birth certificate.

## UNMARRIED PARENTS

Under Ohio Revised Code Section (RC) 3109.042, an unmarried woman that gives birth to a child is the sole legal custodian and residential parent of that child unless and until a **court issues an order** that designates another individual, including the father, as the legal custodian and residential parent. This is true even if the unmarried father's name appears on the birth certificate.

This means that **an unmarried father will not have certain legal rights including the right to sign permission slips, emergency medical authorization forms, nor would he have rights to visitation or custody without court documentation.** If there are any disputes or issues between unmarried parents, the mother of the child will have authority over the decisions being made.

Whether the child can enroll in the unmarried father's district of residence is another matter.

Under RC 3313.64, "a child shall be admitted to the schools of the school district in which the child's parent resides." The statute makes custody of the child irrelevant unless and until there's a legal separation, divorce, dissolution or annulment. Those legal proceedings haven't occurred in the case of unmarried parents. As a result, the language seems to allow a legally recognized, biological father with no legal custody of a child the ability to enroll the child in the school district where he resides without the payment of tuition.

However, as mentioned above, even if he's permitted to enroll the child in his district of residence, the unmarried father would need to get custody for other rights, including the right to sign permission slips, emergency medical authorization forms, etc. Until the unmarried father receives legal custody of the child, those rights continue to belong to the unmarried mother.

## VOLUNTEERS

Volunteers play an important part in our school. If you are interested in volunteering any amount of time, please contact the office or your child's teacher. We also encourage you to become involved in our Budd Partners in Education parents group. The P.I.E. association makes many contributions to our Budd students.

The entire agreement may be viewed at <http://www.lpschools.k12.oh.us/district/content-page/forms-information>

## Loudonville-Perrysville Exempted Village School District Computer Network, Internet Acceptable Use, Internet Safety and District-Owned Device Policy

This user agreement is valid for the 2017-18 school year.

This document constitutes the School District's policy for the following: 1) Computer Network; 2) Internet Acceptable Use; 3) Internet Safety; and 4) School owned and/or issued electronic devices. The regulations contained herein apply to all persons who use or otherwise access the Network and/or Internet – whether on-site or by wireless – or who use district owned and/or issued electronic devices in any capacity.

In order for the Loudonville-Perrysville School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that any misuse of the Network and Internet access may jeopardize the ability of all users to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of the Network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

These policies are in addition to the Student Code of Conduct. Upon reviewing, signing, and returning this Policy as the users have been directed, each user will be given access to the district Network and Internet access and is agreeing to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Loudonville-Perrysville School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Users will be asked to sign a new Policy each year during which they are students in or employed by the Loudonville-Perrysville School District before they are given an account.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If you have any questions about these provisions, you should contact the Technology Department (419) 994-9014. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

### Purpose and Use:

The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. 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 the Policy. Users may violate this Policy by evading or circumventing the provisions of this 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 Department to be informed whether or not a use is appropriate.

**Users Bound by Policy in Accepting Access:**

The User consents to the terms of this Policy whenever he/she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.

**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/she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.

**Reporting Misuse of the Network:** Users must report any misuse of the Network to the Technology Department. "Misuse" means any apparent violation of the Policy or other use which has the intent or effect of harming another person or another person's property.

**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 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 related to the violation and seizure for a period of up to thirty (30) days.

**Discipline for Violation of Policy:** Violation of each of the provisions of this Policy is 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, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies.

The following steps have been adopted as a guideline for administration:

Discipline Steps for Students...(Steps may be eliminated at the discretion of administration)

**First Offense-** Written warning- Account disabled for 1 week and one day ISS.

**Second Offense-** Written warning- Account disabled for 6 weeks.

Third Offense- Written warning- Account disabled for Full Semester.

Fourth Offense- Written warning- Account disabled for remainder of school year.

If a student is at discipline offense 2 or 3 while enrolled in a class that requires computer access, the student will be enabled during the course time only. If a student's discipline carries over into next semester and the student is enrolled in a class requiring computer access, the student will be required to drop the course and register for one that does not require computer access.

**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 (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. System managers have access to all messages 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.

1. **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 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 Department. You may be held financially responsible for the expense of any equipment repair or replacement.
2. **Access to Inappropriate Material:** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled for adults or, in the case of minors, minimized for bona fide research or other lawful purposes.
3. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their actions are described in this Policy or not. To the extent practical steps shall be taken to promote the safety and security of users of the Loudonville-Perrysville computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As required by the Children's Internet Protection Act, inappropriate network usages includes, but are not limited to, the following:
  - ***OFFENSIVE OR HARRASSING ACTS*** including, but not limited to: Creating, copying, viewing, transmitting, downloading, uploading, or seeking sexually explicit, obscene, or pornographic materials. 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.

4. Violations of Privacy including, but not limited to: 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, or transmitting student or School District confidential information.

- ***CREATING TECHNICAL PROBLEMS including, but not limited to:*** 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 Network;. 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 including, but not limited to:*** Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.
- ***VIOLATING LAW including, but not limited to:*** 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 including but not limited to:*** 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 including but not limited to:*** 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 or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project; Participating in any type of gaming activity; Engaging in social or hobby activities, General recreation web browsing if such browsing occurs during instructional time or designated work time.

- **POLITICAL USE** including but not limited to: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue; Soliciting political contributions through the Network or conducting any type of official campaign business.
  - **GENERAL MISCONDUCT** including but not limited to: Using the Network in a manner inconsistent with the expectations of the Loudonville-Perrysville Schools for the conduct of students and employees 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; Using another's password or some other user identifier.
5. **Education, Supervision and Monitoring:** It shall be the responsibility of all members of the Loudonville-Perrysville staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. Procedures for disabling or otherwise monitoring any technology protection measures shall be the responsibility of the Technology Department.
  6. **Training:** The District will provide annual, age-appropriate training for students in first, third, fifth, seventh grades as well as during high school computer courses. The training provided will be designed to promote the District's commitment to:
    - The standards and acceptable use of Internet service as set forth in the District's Computer Network, Internet Acceptable Use, Internet Safety, and District-Owned Device Policies.
    - Student Safety with regard to:
      - Safety on the Internet
      - Appropriate behavior while online, on social networking websites, in chat rooms; and
      - Cyber bullying awareness and response
    - Compliance with the E-rate requirements of the Children's Internet Protection Act.
  7. **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, e-mail addresses, 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, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
  8. **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 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 or employee 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.

9. **Updated 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 Department or other person designated by the School District to receive this information.
10. **Websites:** Websites created through the Network and/or linked with the School District's official website must relate specifically to District-sanctioned activities, programs or events. Websites created using the Network or the School District's equipment, or websites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of Superintendent. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and missions as determined by the Board.

Loudonville-Perrysville Transportation Department

## **School Bus Safety Procedures**

Passengers on school district-owned vehicles are subject to video and audio surveillance.

### **Pick-up and Drop-off**

Children are to be at the Pick-up point five minutes before the scheduled time, waiting at the "Designated Place of Safety". When the bus arrives, if the children are crossing the road in front to the bus, they will wait until the driver drops his/her hand. They will check for traffic crossing in front of the bus staying at least 10 feet away from the bus. The children are to board the bus and immediately take their seats.

For Drop-off, the children will leave the bus and, if crossing, go to a point 10 feet in front of the bus and wait for the driver to drop his/her hand. Then they are to cross to the middle, check traffic and proceed across the road to their "Designated Place of Safety" until the bus pulls away. In a right side discharge the procedure is for the children to go to the "Designated Place of Safety" until the bus pulls away.

**Pupil Transportation Policies:** (3301-83-08 Ohio Revised Code)

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait at the "Designated Place of Safety".
3. Behavior at the school bus stop must not threaten life, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisle and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at the location to which they have been assigned unless they have a signed parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

## Bus Discipline Guidelines

Immediate removal from transportation is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus.

OFFENSE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Disruption (Safety Hazard) this is any activity that diverts the driver's attention from the safe operation of the bus or endangers student safety such as fighting, yelling, not sitting properly, hurting others, throwing objects, putting head or arms out of windows, etc.	5- Day suspension from the bus at the principal's discretion.	10- Day suspension from the bus at the principal's discretion.	Suspended from the bus for the remainder of the school year at the principal's discretion.
Eating, chewing gum	1-day suspension from the bus at the principal's discretion.	3-day suspension from the bus at the principal's discretion.	5-day suspension from the bus at the principal's discretion.
Destruction of Property	Pay all cost of repair or replacement and 5-day suspension from the bus at the principal's discretion.	Pay all cost of repair or replacement and 10-day suspension from the bus at the principal's discretion.	Pay all cost of repair or replacement and suspended for the remainder of the school year at the principal's discretion.

The principal, according to his/her discretion, can modify the discipline for the above offenses by using alternative forms of discipline such as detention, no recess, etc. that will serve as punishment. If the inappropriate behavior continues, then time off the bus must be administered.

## Procedure for Requesting an Alternate Bus Stop

### Introduction:

The Loudonville-Perrysville Exempted Village School District has developed the following guidelines and procedures in order to comply with Ohio Revised Code Section 3301-83-13. This section of Ohio law regulates school bus routes and stops.

The purpose for establishing these guidelines and procedures, in addition to complying with state law, is 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 constantly changed.

### Guidelines and Procedures for Requesting an Alternate Bus Stop on a Permanent Basis:

Unless the district receives notice to the contrary, the assumption is made that those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence. Parents/guardians may request an alternate pick-up and/or drop-off point (ex: grandparent's residence or childcare provider) if:

- 1) The request is received by the district's transportation department at least two (2) weeks prior to the first day of school.
- 2) The alternate location requested is for **five days per week** for the entire school year.
- 3) All of the information requested on the attached form is provided to the transportation department.

Requests for alternated pick-up and/ or drop-off points made after the first day of school *will be granted if:*

- 1) The request is made as a result of the parent/guardian changing family's place of residence, and that the new place of residence is the location of the pick-up and/ or drop-off point.
- 2) The alternate location requested is for **five days per week** for the remainder of the school year.
- 3) The request is received at least one week prior to the effective date.
- 4) All of the information requested on the attached form is provided to the transportation department.

Requests for alternate pick-up and/ or drop-off points made after the first day of school (ex: as the result of a change in childcare providers) *may be granted at the discretion of the transportation supervisor providing the following conditions are met.*

- 1) The request does not involve making significant alterations to or the rerouting of existing bus routes.
- 2) The alternate location requested is for **five days per week** for the remainder of the school year.
- 3) The request is received at least one week prior to the effective date.
- 4) All of the information requested on the attached form is provided to the transportation department.

### Guideline and Procedures for Requesting an Alternate Bus Stop on a Temporary Basis:

Unless the district receives notice to the contrary the assumption is made those students who are eligible to receive transportation services will be picked-up and dropped-off at their place of residence. The following guidelines and procedures apply when parents/guardians request an alternate pick-up and/ or drop-off point on a temporary basis.

For the purpose of these guidelines and procedures, temporary is defined as an emergency or urgent extenuating circumstance when the parent/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child.

***Transporting children to recreational activities such as birthday parties, slumber parties, sleepovers, and/or sporting events does not constitute an emergency or urgent extenuating circumstance.***

Requests for alternate pick-up and/or drop-off points on a temporary basis *will be granted if.*

- 1) The request is made as a result of an emergency or urgent extenuating circumstance when the parent/guardian or childcare provider is absent and alternative arrangements must be made for the safety/welfare of the child.
- 2) There is space available for the child to ride on the bus.
- 3) The request is received 24 hours prior to the effective date.
- 4) All of the information requested on the attached form is provided to the transportation department.

# FORMS

1. Request for Special Absence page 32
2. Alternate Bus Stop Request Form page 33
3. Self-Medication for Asthma Inhalers page 34
4. Use of Epinephrine Auto injectors page 35
5. Permission for Non-Prescription Medications page 36
6. Permission for Prescription Medications page 37



## REQUEST FOR SPECIAL ABSENCE

Absences for reasons other than illnesses, quarantine, and/or death in the family religious holidays or home emergencies are not strictly legal under Ohio law. However, the school recognizes that an OCCASIONAL absence may be requested by parents for special reasons such as a family vacation necessitated by the parent's work schedule or the performance of specific work, exclusively for parents or guardian.

### Special Absence Request Guidelines

Occasionally, a student may request a special consideration for absence (i.e., family vacation etc.) the student MUST do the following:

1. Have not presently or will not have exceeded the maximum number of absences permitted by the L-P School Board or the State of Ohio,
2. Complete the parent request section below.
3. Return this completed form to the principal's office one week prior to intended absence.
  - a. A request submitted FOLLOWING an absence will not be approved unless the absence is related to an emergency.
  - b. In the event the request is filed late, an accompanying letter of explanation should be attached explain the emergency nature of the request.
4. Get all assignments before leaving.
5. The student should be caught up with all homework when he or she returns to school. A teacher may give the student extra time for makeup.

***The final decision to grant the Special Absence Request will be determined by the Principal.***

#### **PARENT REQUEST**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Dates the student will be absent from school: \_\_\_\_\_

I would like my child excused from school for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **ADMINISTRATIVE DECISION**

\_\_\_\_\_ The student's absences will be excused as requested. The student should be caught up with all homework when he/she returns to school. Any absence may have a negative effect on a student's grade as a result of missing the classroom presentation.

\_\_\_\_\_ The student is unexcused because \_\_\_\_\_

\_\_\_\_\_  
Principal, C. E. Budd School

\_\_\_\_\_  
Date

# ALTERNATE BUS STOP REQUEST FORM

Loudonville-Perrysville Schools

Student Name (s)	Teacher	Grade

### Student Home Information

Parent/Guardian: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

### Alternate Pick-Up/Drop-Off Information

Parent/Guardian: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Effective Date(s) \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

Please return to Building Principal or Transportation Department  
615 North Mt. Vernon Ave., Loudonville, OH 44842  
Or Fax: 419-994-3578

Questions to: Transportation Department, 419-994-3314

# SELF-MEDICATION FOR ASTHMA INHALER

Loudonville-Perrysville Schools

## Authorization Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date the administration is to begin: \_\_\_\_\_

Date the administration is to cease: \_\_\_\_\_

Adverse reactions that should be reported to the physician: \_\_\_\_\_

Adverse reactions for unauthorized user: \_\_\_\_\_

Procedure to follow in the event that the medication does not produce the expected relief from student's asthma attack: \_\_\_\_\_

Other special instructions: \_\_\_\_\_

*Physician and parent/guardian names, signatures, and emergency phone numbers:*

(Physician's Name)	(Phone number)
_____	_____

(Physician's signature)	(Date)
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Parent/Guardian Name: \_\_\_\_\_

Home/Cell #: _____	Work #: _____
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(Parent/Guardian Signature)	(Date)
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### Notes:

1. A copy must be provided to the Principal.
2. Inhalers must be labeled with student's name and instructions for use.
3. Permission Void at the End of Current School Year.

# USE OF EPINEPHRINE AUTOINJECTORS

Loudonville-Perrysville Schools  
**Authorization Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Circumstances in which Epi-Pen should be used: \_\_\_\_\_

Adverse reactions that should be reported to the physician: \_\_\_\_\_

Adverse reactions for unauthorized user: \_\_\_\_\_

Procedure to follow in the event that the medication does not produce the expected relief from student's anaphylaxis (allergic response): \_\_\_\_\_

Other special instructions: \_\_\_\_\_

-----  
*Physician and parent/guardian names, signatures, and emergency phone numbers:*

(Physician's Name) \_\_\_\_\_ (Phone number) \_\_\_\_\_

(Physician's signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home/Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

(Parent/Guardian Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Notes:

1. A copy must be provided to the Principal.
2. Epi-Pens must be labeled with student's name and instructions for use.

# PERMISSION FOR NON-PRESCRIPTION MEDICATIONS

Loudonville-Perrysville Schools  
Authorization Form

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

## NON-PRESCRIPTION MEDICATION – TO BE COMPLETED BY PARENT/GUARDIAN

Reason for medication: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Form of medication/treatment:

\_\_\_\_\_ Tablet/capsule      \_\_\_\_\_ liquid      \_\_\_\_\_ Inhaler      Other: \_\_\_\_\_

Dosage: \_\_\_\_\_

Instructions: (Schedule and dose to be given at school) \_\_\_\_\_

Is this student both capable and responsible for self-administering this medication? \_\_\_\_\_

Comments: \_\_\_\_\_

I give permission for \_\_\_\_\_ to receive the above non-prescription medication at school according to the policy of the Loudonville-Perrysville Board of Education.

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian name printed

Signature

\_\_\_\_\_

Date

# PERMISSION FOR PRESCRIPTION MEDICATIONS

Loudonville-Perrysville Schools

## Authorization Form

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

### PRESCRIPTION MEDICATION – TO BE COMPLETED BY PHYSICIAN

Reason for medication: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Form of medication/treatment:

\_\_\_\_\_ Tablet/capsule      \_\_\_\_\_ liquid      \_\_\_\_\_ Inhaler      Other: \_\_\_\_\_

Dosage: \_\_\_\_\_

Instructions: (Schedule and dose to be given at school) \_\_\_\_\_

For emergency only (explain): \_\_\_\_\_

Restrictions and/or side effects: \_\_\_\_\_

Storage requirements: \_\_\_\_\_

Is this student both capable and responsible for self-administering this medication? \_\_\_\_\_

Comments: \_\_\_\_\_

Physician's name: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

**Physician signature and date:** \_\_\_\_\_

### TO BE COMPLETED BY PARENT/GUARDIAN

I give permission for \_\_\_\_\_ to receive the above non-prescription medication at school according to the policy of the Loudonville-Perrysville Board of Education.

\_\_\_\_\_  
Parent/Guardian signature and date

**PERMISSION VOID AT THE END OF CURRENT SCHOOL YEAR**