

**AYERSVILLE K-6 ELEMENTARY SCHOOL**  
**PARENT & STUDENT HANDBOOK**  
**2020 – 2021 SCHOOL YEAR**

**The recommendations and requirements set forth herein are subject to change and in all likelihood will evolve as the COVID-19 situation progresses.**

**INTRODUCTION**

The administration, faculty, and staff of the Ayersville Local School desire the most profitable educational experiences possible for the students enrolled in your school. It is our hope that this Handbook will better acquaint and assist you in understanding school policies, regulations, and general information. Your help, your interest, and your cooperation as we work together for the welfare of your students is appreciated. A satisfactory educational program can only be the result of a cooperative endeavor. We wish your students a successful and rewarding school experience.

Beth Hench, Elementary School Principal

**MISSION STATEMENT**

The Ayersville Local School District provides a challenging learning environment that sets high expectations for success by offering individualized instruction and diverse learning opportunities. We celebrate differences to develop successful lifelong learners.

**CONTACT INFORMATION**

Ayersville Elementary School	
28046 Watson Road Defiance, OH 43512	Phone: 419-395-1111 Fax: 419-395-2566
Elementary Principal: Mrs. Beth Hench	K-6 School Secretary: Mrs. Eileen Ramus Ext. 300
Check our website ( <a href="http://www.ayersville.org">www.ayersville.org</a> ) for lunch account information, academic grades, and teacher website info.	

**ARRIVAL TO SCHOOL**

As a general rule, students should not be dropped off at the school before 7:30 a.m. K – 6 students entering the school between 7:30-7:40 a.m. will locate themselves in the cafeteria. When dropping off your students, please use the car line closest to the curb in the front parking lot. Buses will unload on the south side of the building beginning at 7:38 a.m. No parents should enter the south entrance for the purpose of dropping off students. This is a safety issue and will be strictly enforced. If you need to enter the building, park in the front parking lot and come to the elementary office.

Breakfast will be served in the cafeteria beginning at 7:30 a.m. each morning. No students are allowed on the playground in the morning before school.

The actual school day begins with the 7:55 a.m. bell. Students are expected to be in their classrooms prior to this bell. Announcements, attendance, and homeroom routines begin shortly after the 7:55 a.m. bell.

**AYERSVILLE ELEMENTARY TEACHERS AND STAFF**

<p><b><u>Kindergarten</u></b>          Mrs. Heather Anderson          Mrs. Janelle Lymanstall          Mrs. Kathy Schubert          Mrs. Kelsey Wolfrum</p>	<p><b><u>Physical Education</u></b>          Mr. Chris Dales          Mr. Jeff Strata</p>
<p><b><u>First Grade</u></b>          Mrs. Kristine Brickner          Mrs. Melissa Brown          Mrs. Lori Tyler</p>	<p><b><u>Specials</u></b>          Mrs. Alexis Arts (Makerspace Lab)          Mrs. MaryLou Erickson (Media Science/Library Aide)</p>
<p><b><u>Second Grade</u></b>          Mrs. Sue Baker          Mrs. Julie Gustwiller          Mrs. Amy Thieroff</p>	<p><b><u>Athletic Director/Dean of Students</u></b>          Rafael Manriquez</p>
<p><b><u>Third Grade</u></b>          Mrs. Lindsay Baker          Mrs. Lisa Niese          Mrs. Tamara Rau</p>	<p><b><u>Custodian</u></b>          Mr. John Lime          Mr. Kim Oelke</p> <p><b><u>Director of Instructional Services</u></b>          Mr. Troy Merillat</p>
<p><b><u>Fourth Grade</u></b>          Mr. Adam Baker          Mr. Dennis Sobecki          Mrs. Kelly Weisgerber</p>	<p><b><u>School Counselor/Connections Teacher</u></b>          Mr. Austin Fritz</p>
<p><b><u>Fifth Grade</u></b>          Mr. Brandon Baker (Social Studies)          Mr. Dan Mix (Math)          Mr. Eric Roberts (Science)          Mrs. Kelly Zachrich (Language Arts)</p>	<p><b><u>School Nurse</u></b>          Mrs. Caitlin Fritz</p> <p><b><u>School Resource Officer (SRO)</u></b>          Deputy Agustin “Goose” Hinojosa</p>
<p><b><u>Sixth Grade</u></b>          Mr. Brandon Baker (Social Studies)          Mrs. Nancy Miller (Math)          Mr. Eric Roberts (Science)          Mrs. Andrea Rodenberger (Language Arts)</p>	<p><b><u>Secretary</u></b>          Mrs. Eileen Ramus</p> <p><b><u>Special Services Personnel</u></b>          Mrs. Sarah Chafins (Occupational Therapist)          Mrs. Mary Rose (Physical Therapist)          Mrs. Jordan Spencer (Speech Language Pathologist)</p>
<p><b><u>Intervention Specialist/Title I/Aide</u></b>          Mrs. Cindy Davis          Mrs. Kelly Wagner          Mrs. Denise Berner (Title I)          Mrs. Kelly Jackson (aide)</p>	<p><b><u>Superintendent</u></b>          Mr. Don Diglia</p> <p><b><u>Technology</u></b>          Mr. Phil Liebrecht</p>
<p><b><u>Fine Arts</u></b>          Mrs. Audra Manriquez (Art)          Mr. Jason Luthy (Music)          Mr. Scott Turner (Music)</p>	<p><b><u>Transportation</u></b>          Mr. Mark Giesige          Mrs. Patti Wolfrum</p>

## ATTENDANCE POLICIES AND PROCEDURES

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the Ayersville Local School District will partner with students and their families to identify and reduce barriers to regular school attendance. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Even an excused absence results in the loss of important instructional time for students. Ohio law requires schools to track and report time missed due to absence, tardiness, or early dismissal to at least the nearest hour (one day equals six and one-half hours). Absences from the Ayersville Local Schools are of two types: excused and unexcused.

### EXCUSED ABSENCE

An excused absence from school may be approved on the basis of one or more of the following conditions:

1. Illness of the child - A written statement from the physician may be required if it is deemed appropriate.
2. Illness in the family - A written statement from a physician and an explanation as to why the child's absence was necessary may be required.
3. Quarantine of the home - The absence is limited to the length of quarantine as determined by the proper health officials.
4. Death of a relative - The absence arising from this condition is limited to a period of three days (19.5 hours) unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Medical or dental appointment - A written statement from the physician or dentist may be required.
6. Observance of religious holidays - Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school. Pursuant to division (C) of section 3321.04 of the Revised Code.
8. Family Vacation – Parents must inform the principal in writing at least one week in advance of the planned absence for vacation. These hours may be counted as an excused absence and will appear as hours of absence on the student's attendance record.
9. Hunting – A maximum of one day (6.5 hours) may be recognized as an excused absence. Parents must inform the principal in writing, including proof of current hunting license, at least one week in advance of the planned absence for hunting.

### ABSENCE FROM SCHOOL

When a student is absent from school, the following procedure shall be followed:

1. On the morning of a student absence, parents or guardians must notify the school office by 9:00 a.m. unless previous notification has been given in accordance with school procedures for excused absences. If an absence is due to an illness, parents may be asked to provide information about the illness as required by state law.
2. For purposes of determining perfect attendance, the students must be in attendance for the entire instructional day.
3. Students may be given an excused absence only if a valid note or phone call from their parents is received. A note will not be needed if a parent has called the school. A parent note or doctor/legal note must be submitted to the school office no more than 2 days after the last day of absence.
4. Participation in extracurricular activities is not allowed on a day a student is absent all day or during any part of the afternoon due to illness. A student must be in school no later than 11:30 a.m. until the end of the school day to participate that day in any co-curricular or extracurricular

activities. Students who miss school on a Friday because of illness, need to be cleared by the coach/director/principal for Saturday/Sunday participation provided the student recovers and is healthy enough to participate. The only exception to this requirement will be a pre-arranged afternoon absence approved by the principal/designee in advance of the absence.

### TARDY TO SCHOOL

Any student arriving after the tardy bell rings to start the school day shall report to the school office to be issued a tardy slip to be admitted to class. Students arriving no more than 10 minutes after the tardy bell are considered tardy to school and this time will appear on a student's attendance record. Students arriving more than 10 minutes after the tardy bell rings are considered absent and subject to all absence requirements. Building principals may establish guidelines for disciplinary consequences as a result of tardiness to school. When entering or leaving during the school day, students must sign in or out at the school office.

### APPOINTMENTS

The school is aware that it is necessary on occasion for students to be taken out of school for medical/legal appointments, etc. Parents shall inform the school in advance when such occasions arise. Parents must report to the appropriate office to sign the student out of school. If your student returns to school, he/she must be signed in at the office.

### EARLY DISMISSAL

1. If a student becomes ill during the school day and wishes to go home, he/she must be properly excused by the office. Parents will be contacted and arrangements will be made for the student to leave school. This time may require a medical excuse and this time will be considered absent from school and appear on the student's attendance record.
2. Students who wish to leave for any reason other than illness must present a written excuse to the principal or her designee before school starts with time and location of appointment. The principal will determine if this time is excused or unexcused. This time may require a medical excuse and this time will be considered absent from school and appear on the student/s attendance record.
3. When entering or leaving during the school day, students must sign in or out at the school office. This is to be done after you have secured permission from the principal or her designee. Students who do not sign in upon returning to school will be counted absent from the time they leave school until the end of the school day.

### HOMEWORK/ MAKE-UP WORK WHEN ABSENT

Students who are absent from school may be required to make up work missed in each class. The number of days absent will be equivalent to the number of days allowed to make up the work. It is the student's responsibility to arrange for make-up schoolwork. Building principals may establish guidelines regarding makeup work for excused and unexcused absences. When requesting homework for an absent student, please contact the school office in the morning to allow the teacher time to get it ready. Late afternoon requests are difficult to honor.

### DEFINITIONS OF OHIO LAW

**Excessive Absence** - When a student is absent from school with or without legitimate excuse for: 38 or more hours in one school month or 65 or more hours in one school year. Once a student has met the definition of excessive absence, the parent or guardian will be notified of the child's excessive absences. In addition, appropriate intervention strategies and/or referral to community resources may be implemented.

**Habitual Truancy** - A student will be considered habitually truant if the student is absent from school without a legitimate excuse for: 30 or more consecutive hours, 42 or more hours in one school month, or

72 or more hours in one school year. Once a student has met the definition of habitual truancy, the student may be assigned to an absence intervention team, consisting of a team of district representatives and the parent(s) or guardian. The absence intervention team will develop the student's absence intervention plan. Absence intervention plans incorporate academic and non-academic support to help the student and remove barriers to regular attendance. If the student does not make progress on the plan or continues to be excessively absent, the district may file a complaint in the juvenile court.

### ABSENCE HOURS

No more than 65 hours of parent verified absence, including tardy to school, may be permitted during any school year. Absences beyond 65 parent verified hours may be recorded as unexcused unless proper medical or legal documentation is provided no more than 2 days after the last day of absence. Proper medical or legal documentation shall contain the following: student's name, time in and out of the doctor's office, an indication as to whether the student can return to school following the appointment or how many days the student will be out of school; the note must be written on the doctor's office stationary and must be signed by the doctor. Any exception to this rule must be approved by the principal's office prior to the absence.

### CAFETERIA

Lunches for elementary students are \$3.00 per day. Students who bring their lunch from home may purchase milk for \$0.65. (Please do not send soda pop with your student's lunch). Our cafeteria uses a debit system. You will be set up with a family cafeteria account. Your student's ID number will be used in the cafeteria to deposit and deduct money from the lunch account. You are able to deposit any amount in this account. The deposits should be in an envelope with both the student's name and account number on the front.

Parents/guardians need to keep their student's lunch account with a positive balance. Students in grades 3-6 may purchase "EXTRAS" after their lunch is consumed. Students in K-6 may purchase a regular breakfast (\$1.90) prior to the start of school.

Ayersville Local Schools participate in the Federal Lunch Program. Elementary School students may obtain applications in the principal's office. Determination as to free or reduced eligibility will be based on the federal guidelines. Students on free/reduced lunches may also receive a free/reduced breakfast prior to the start of school.

**ALL FOOD MUST BE EATEN IN THE CAFETERIA. NO PURCHASED FOOD IS TO BE TAKEN FROM THE CAFETERIA.**

### GUM/CANDY

Gum chewing or candy is not allowed unless permitted by teachers.

### CONFERENCES

Ayersville Local Schools will schedule at least one round of parent-teacher conferences during the school year. You are welcome to visit at any time throughout the year. If you should like to talk to a teacher, we suggest that you schedule a conference at a time that is convenient for both. We ask that you not interrupt classes to discuss matters with teachers.

### DELAY/CLOSING OF SCHOOL

Delay of school and closing, etc. will be made over Defiance radio stations WONW 1280, WDFM 98.1, WZOM 105.7; WNDH 103 in Napoleon; and WBCL 89.5 in Fort Wayne/Archbold. The information will be on TV - Channels 11, 13 and 24 (Toledo). Parents can sign up for text, email, or call notification

through School Messenger for delays and cancellations, or can find information posted on our school website: [www.ayersville.org](http://www.ayersville.org).

### **DISMISSAL**

Parents must secure a car rider number to display in their automobile for afternoon dismissal. Two tags per household will be given at the beginning of the school year in your Orientation Packet. If you lose or misplace your car rider tag, you will need to come to the elementary office to purchase another one. The fee to replace your tag will be \$2.

Dismissal of K – 2 students will begin at 2:58 p.m. and grades 3-6 students at 3:00 p.m. At dismissal, car riders will walk to the cafeteria, sit in their designated area, and wait to be picked up at the north (elementary) entrance. A staff member will then call out vehicle numbers and will guide your child to the correct car.

When entering the car line, please merge and be respectful. You must have the car rider tag displayed in your front window as soon as you enter the line. If a car rider tag is not present, you will need a picture ID to pick up your child in the elementary office. Your child will be brought to the office after the entire car line is finished.

For their safety, students in grades K-4 will not be permitted to cross lanes of traffic to get to cars without an older sibling and/or adult. All crossings will occur at the crosswalk.

Students that ride the buses to and from school will enter and leave the building at the south (glass) entrance. Elementary students who are riding home with high school student drivers should meet in the cafeteria.

**Please send a note with your student each day that he/she is doing something different than usual at dismissal.** This should include the date and a description of the change in routine. Students staying after school for all activities (i.e., cheerleading and basketball) will also need a parent note giving permission. **AFTER 2:00 PM, NO CHANGES WILL BE MADE TO YOUR STUDENT’S EXPECTED DISMISSAL ROUTINE FOR THAT DAY.**

### **EDUCATIONAL OPPORTUNITIES**

**The IMPACT Program:** IMPACT stands for “Instilling Mindsets, Promoting Academics, Celebrating Talents”. The program is designed to encourage our students to behave in proper and responsible ways through the use of the 7 Mindsets. The 7 Mindsets include: We Are Connected, Attitude of Gratitude, 100% Accountable, Everything Is Possible, Passion First, Time Is Now, and Live To Give. Each student will receive a copy of the program pamphlet at the beginning of the school year. Students and parents are asked to read and be aware of the guidelines associated with the program. Data will be tracked through the IMPACT Program and will serve as the building Positive Behavioral Intervention and Supports (PBIS) framework.

**Mindset Monday:** Throughout the year, thirty minutes of every Monday is spent focusing on social-emotional learning in grades K-6. Ayersville utilizes the curriculum of the 7 Mindsets during this time. Teachers use the curriculum to have conversations with students surrounding the Mindset characteristics in order to improve their social-emotional wellbeing.

**PIE Time:** Pilot Intervention and Enrichment Time is a 30 minute timeframe set aside every day to focus on student’s specific areas of deficiency in reading. Student data is used to determine the skills students may be struggling with and instruction is dedicated to strengthening those skills. Students that do not

display an immediate need for reading intervention work with various staff to enrich their skills. Students move fluently in and out of PIE groups based on analysis of data.

Title 1: Ayersville Elementary is considered a Targeted Assistance Title 1 Program. Our Title 1 program uses federal funds to provide services to selected students who have the greatest need for educational assistance in the area of reading. Our Title 1 teacher works with small groups of eligible students within the classroom or in a pull-out situation. The teacher uses effective scientifically research-based instructional methods and strategies that strengthen the core academic program of the school and align with general classroom instruction/curriculum.

### **FERPA AND DIRECTORY INFORMATION**

Ayersville Local Schools follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of “directory information”. Ayersville will make the information listed below as directory information available upon legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that he/she will not permit distribution of the following information. Under Ohio law directory information includes the following: student name, address, telephone listing, date and place of birth, dates of attendance, date of graduation, major field of study, awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

### **GUIDANCE/INSTRUCTIONAL SERVICES DEPARTMENT**

Guidance services are available for all students. The purpose of the program is to help each student reach his/her highest development through an understanding of his or her personality, interests, abilities, and limitations. Teachers may assist the student in solving their problems. This is also part of the guidance program. Tests are administered through the guidance/instructional services department in order to gain a better understanding of the student’s mental ability, aptitude, and achievement potential.

Ayersville Local Schools is happy to partner with the RFS Charitable Foundation’s T.A.C.K.L.E. program. T.A.C.K.L.E. is a program offered at school that provides additional real time support to students while in the building, in addition to addressing issues as they may arise with peers and families. Support is available to your child for a variety of reasons including emotional issues, behavioral issues, and/or other barriers to education.

### **HEALTH NURSE**

A nurse will be available every day and will be housed in the Clinic found adjacent to the AD/Dean of Students office. The nurse will be responsible for conducting mandated health screenings in addition to dispensing medications. The school nurse is trained to make decisions as to whether a student should stay at school or go home if not feeling well. Please consult with our school nurse prior to picking up your child. Faculty and staff can refer students to the nurse for all emergency and nonemergency situations.

### **IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE**

All parents must provide proof that their child has received the following immunizations prior to the student’s enrollment in the Ayersville Local School District. Students cannot come to school after the 14th day of the beginning of the school year if they do not have/have not started immunizations or a valid exemption form on file ( ORC 3313.671).

- Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

- Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required.
- Two (2) MMR (Measles, mumps, and rubella) immunizations. Two doses are required before a student enters kindergarten. (Dose 1 must be administered on or after the first birthday and the second dose must be given at least 28 days after the first dose.)
- Three (3) Hepatitis B immunizations.
- Two (2) doses of varicella (chickenpox) vaccine must be administered-prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.

### **INTERIM REPORTS/REPORT CARDS/GRADING SCALE**

The Ohio Department of Education requires each school district to issue parents or legal guardians, at stated intervals, a progress report for every pupil. As part of this requirement, Interim Progress Reports will be sent home with students approximately four weeks prior to the end of the nine-week grading period. Formal report cards are sent home with students following the end of the nine-week grading period in grades K-6. Below is the grading scale used in the elementary.

A = 100-94	B+ = 89-87	C+ = 79-77	D+ = 69-67	F = 59-0
A- = 93-90	B = 86-84	C = 76-74	D = 66-64	
	B- = 83-80	C- = 73-70	D- = 63-60	

### **INVITATIONS TO PARTIES**

We ask that you **do not** send invitations for a party to school to be passed out unless you are inviting the entire class.

### **LOST AND FOUND**

Students who find an article that has been lost should turn it into the office - unless you can readily find the owner. When you lose an article, check for it in the Lost and Found area located in the elementary hallway. Please be prompt in claiming lost articles. Lost articles will be held for a period of time, at the end of which the articles will be donated.

### **MEDIA CENTER**

The mission of the school media center is to assist in providing quality education for every child and to encourage lifelong literacy and learning through reading. Our goals are for students to foster a love of reading and become proficient users of the library's sources. Our media center is a place that supports the school's curriculum and assists members of the learning community in becoming effective users of print and electronic resources.

Students in grades K-6 visit the media center weekly to select books. K - 2 books are checked out for a week at a time. Grades 3-6 books are checked out for two weeks. Students can renew items by bringing them into the media center.

Overdue notices are sent home periodically. There are no fines for overdue books. However, we will send home a notice for book replacement if the book is over 30 days overdue.



The replacement cost of the book will be sent home if the school receives notice that the book is lost or damaged. Payment for a lost book is reimbursed or credited to the student's cafeteria account should the book be found and returned in good condition.

### **MEDICAL FORMS - EMERGENCY**

Each student must have on file an Emergency Medical Form in the school office. This form is used when an accident occurs and we need to get the student immediate medical care. A copy of the form is also transported with groups going on field trips.

### **MEDICATION AND/OR MEDICAL PROCEDURES**

School personnel will provide no medication and/or medical procedures unless compliance with Sections 1, 2, and 3 (listed below) is completed. No medicine, either prescribed or non-prescriptive, will be kept or given out by school personnel without the procedures in Sections 1, 2, and 3 (below) completed and the proper form on file with the nurse.

Non-prescriptive medications do not need documentation from a doctor. However, a parent/guardian must complete the appropriate form and the medication needs to be in its original container.

1. A written and signed physician's request form identifying:
  - a. The student's name, birth date, school, and grade
  - b. The medication and dosage or procedure required
  - c. The time required
  - d. Possible reaction which should be reported to the physician
  - e. Special instructions including storage and sterile requirements
  - f. Date when medication or procedure no longer needed
  - g. Physician's name, address, and phone number
2. A form [(5330F1) or (5330F1b)] is to be completed and signed by the student's parents/guardians authorizing school personnel to administer the medication or procedure as instructed by the physician and agreeing:
  - a. To deliver the medication to the school in the container in which it was given out by the prescribing physician or licensed pharmacist
  - b. To notify the school if they change physicians
  - c. To notify the school if the medication, the dosage, or the procedure is changed or is to be eliminated
3. A section on the form to be completed and signed by the school principal, and each person authorized by the nurse to administer the medication or procedure.

### **PAY TO PARTICIPATE**

Students participating in extra and co-curricular activities will be assessed a fee according to the following scale

1. Individual Membership - \$200, includes all athletic activities and clubs
2. Family Membership - \$300, includes all athletic activities and clubs for all students residing in same household
3. Ala Carte
  - a. Athletics - \$75 per sport
    - i. Football, Volleyball, Cross Country, Golf, Tennis, Cheerleading, Basketball, Wrestling, Swimming, Baseball, Softball, Track & Field
  - b. Musical/Play - \$50
  - c. Clubs - \$25 per club listed
    - i. Archery, HS Instrumental, HS Vocal Chorus, Academic Bowl, Art Club, Math Club, Spanish Club, Variety Show

4. Payment must be received prior to the first contest or club activity.
5. All payments are non-refundable.

### **PROMOTION – FAILURE**

At the completion of each school year, a student will be in one of three categories:

1. A student who successfully completes all schoolwork during the school year will be promoted.
2. A student who does not successfully complete schoolwork may be assigned to the next grade level.
3. A student who does not successfully complete schoolwork may be retained and will repeat the total year's schoolwork in the same grade.

### **SCHOOL INSURANCE**

School time or 24-hour protection insurance is available to all students. You may secure an application from the office.

### **SCHOOL PARTIES**

The elementary school curriculum regularly includes emphasis upon the current season, holidays, or events. You may be asked to help with a party or share refreshments at one of these occasions. Please keep in mind that because of nut allergies, all food items shared with a class must be store bought with a visible ingredients label.

### **SEVERE STORM PROCEDURES**

**TORNADO WATCH** – The principal will keep alerted by use of a radio and/or computer. Students will not be alerted or alarmed. School will be dismissed at the regular time during the tornado watch.

**TORNADO WARNING** – Students and teachers will be alerted. Students will then be directed into the assigned areas and to sit quietly on the floor. Students will not be permitted to leave the building unless accompanied by their parent or guardian. Busses will not operate during a warning. Normal dismissal of school will be delayed if a warning is in effect at the time of dismissal. Complete quiet will be maintained during a warning period and return to classrooms will be permitted only when the “all clear” is sounded by the U.S. Weather Bureau or Sheriff Department. When “all clear” is declared, students will receive verbal instructions from the principal concerning return to the classrooms. Periodic drills will be conducted to acquaint the students with these procedures.

### **PROCEDURE –**

1. An announcement over the P.A. will signal the approach of a severe storm.
2. Teachers will take their classes to the proper designated area and will be responsible for their proper conduct.
3. If time permits, all doors and windows should be opened.
4. Students should be positioned at least ten feet from any glass doors or windows.
5. Students and teachers should remain in their designated area until the principal has announced that all is clear.

### **SPECIAL SERVICES**

Ayersville Elementary School shares the services of a speech and hearing therapist, physical therapist, and school psychologist with other local school districts. The guidance counselor, classroom teacher, principal, or parents can make recommendations for referral.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Our school encourages students to attend as many after school events as possible. Enthusiastic spectators help to build school spirit and encourage students who are participating in the event. However, in order to

ensure that students attending evening events as non-participants are properly safeguarded, it is mandatory that a parent or adult chaperone accompany students when they attend an event.

### **STUDENT CODE OF CONDUCT**

Public schools have the responsibility to prepare students for reliable adult citizenship and to help them develop an appreciation for and an understanding of our representative form of government. In this regard our school provides the kinds of experiences expected to enable students to acquire desired citizenship qualities. At the same time, the school administration has an obligation to create a favorable setting in which the differing view of students, faculty, school board members, parents, and community representatives can be presented in such a way as to ensure optimum learning for others. Students and parents must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority of school officials is necessary.

It shall be the policy of the Ayersville Local School District to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and favorable atmosphere for learning. Students on school grounds, in the line of sight from school property, or in places under school jurisdiction are required to abide by the rules which are established to achieve these objectives.

#### **Teacher's Authority**

Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

#### **Due Process In Disciplinary Procedure**

1. **SUSPENSION AND EXPULSION:** In accordance with Ohio law, Section 3313.66 O.R.C., the superintendent, the principal or the assistant principal of a school may suspend a pupil from school for not more than ten days. In addition, the superintendent may expel a student from school for eighty days. Suspensions or expulsions may extend from one school year to the next.
2. **PERMANENT EXCLUSION:** Sections 3313.66, .661 and .662 of O.R.C. have been expanded to incorporate changes for Ohio's exclusion law. A student may be permanently excluded from attending any Ohio Public School for certain very serious offenses.
3. **DUE PROCESS:** Due process in the context of quasi-judicial administrative proceedings, carried out by the school authorities, does not mean that procedures used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in school-related disciplinary actions. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities.

According to Ohio law, Section 3313.66 O.R.C., a student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator.

### **STUDENT DISCIPLINE CODE**

It is the intent of Ayersville Local School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules of order for the people it serves.

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a long period of time. It is in the interest of the health, safety and welfare of all that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other

than that specifically listed. Ayersville Local School operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, and perhaps eliminate undesirable student behavior.

**Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, community service, suspension, expulsion or permanent exclusion from school, pursuant to Ohio Revised Code, Section 3313.66.** Furthermore, it should be noted that the consequences of the violation of these rules may result in not only school-related discipline, but also in criminal and/or civil actions or community service.

### **Rules And Regulations**

The following rules, regulations, and procedures are based upon official policy of the Ayersville Local School Board of Education. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; job stations where units of credit are given towards graduation. A student found to be in violation of any of these rules, or a portion thereof, will be subject to disciplinary action. This action shall consist of either a disciplinary notice, suspension for a set number of days, or expulsion or permanent exclusion.

In addition to or in lieu of the above-mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, and revocation of the privilege of participation in school activities.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with Ayersville Local School Board Policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook. **Note: Any step found in the student code of conduct may be waived by the administration.**

1. **Disruption Of School:** A student shall not by use of violence, force, coercion, threat (actual or implied) cause material disruption or obstruction to the classroom, school, or educational process. This shall cover all school and related activities. A student shall not, for purposes of attracting attention, threaten the authority of any school personnel or refuse to follow a reasonable directive. A student who counsels another student to riot, disrupt, fight, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school may be subject to disciplinary action. No student shall bring any item to school for the purpose of disrupting the educational process. This rule shall extend to a student's behavior on the bus and while under the jurisdiction of the school. Any loud or insubordinate behavior shall be construed as disruptive.
2. **Damage Of School/Private Property:** A student shall not cause or attempt damage to the school building, property, or any equipment owned by the school or board of education. This rule shall be in effect during school and after school hours. Any writing of graffiti, any damage to the school bus, tampering with plumbing, etc. shall also be construed as damage of school property. The purposeful damage of school textbooks and any classroom equipment shall also be considered damage to school property. A student shall not misuse or utilize private property in such a manner as to cause damage to the private property or effects of any individual either during a school activity function, or event off school grounds or on school grounds. Private

property shall include a student's clothing, school purchased equipment, personal property such as tennis racket, calculator or anything privately owned by a person. A car shall be considered private property and will be covered by the rule. This also includes all property/files associated with digital communicating.

3. **Theft:** The theft of public or private property while under the jurisdiction of school is prohibited. A student shall not steal, attempt to steal, or cause to steal any school or private property. Theft of property may be grounds for suspension and referral to police.
4. **Assault/Fighting:** A student shall not verbally assault another person, strike another person, physically handle, shove or grab another person, or behave in such a way as could cause physical injury to any person.
5. **Dangerous Weapons And Instruments:** A student shall not possess, handle, transmit or conceal any weapon, look-a-like weapon or instrument capable of harming another person such as firearms, knives, razor blades, brass knuckles, etc. This includes any object not necessarily considered a weapon, but used as a weapon. Included in this prohibition, but not necessarily limited to, would be the use of chemicals and gasses including mace, firecrackers, and smoke bombs. Possession of such objects on school property and at school related activities is covered by this rule. Law enforcement may become involved and disciplinary consequences may include expulsion from school.
6. **Tobacco, Narcotics, Alcoholic Beverages, And Drugs:** A student shall not use, transmit, offer for sale, conceal or exhibit evidence of use of any drug, narcotic, tobacco, or alcoholic beverage. No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove/herb cigarette, smokeless tobacco, vape/vaping, e-cigs, or use tobacco in any form including look-a-like tobacco/nicotine free products. It shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. The offender may also be referred to law enforcement. Use of tobacco, drugs, alcohol or narcotics shall be cause for suspension and/or expulsion from school.

A student using a drug prescribed by a physician shall follow the medication and/or medical procedures as adopted by the board of education as outlined in this handbook.

7. **Insubordination:** Students are expected to comply with the reasonable directions of staff including any teacher, substitute teacher, student teacher, bus driver, administrator, or other authorized school personnel. A student shall not show disrespect to a teacher or other school authority. Failure to comply with directions or acting in defiance of staff members may result in disciplinary action.
8. **Harassment/Discrimination/Hazing:** Conduct constituting harassment may take different forms, including but not limited to the following:
  - A. **Sexual Harassment/Discrimination**
    - I. Verbal: Making written or verbal sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a student, staff member, or other person associated with Ayersville Local Schools.
    - II. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or

insulting gestures, sounds, leering, whistling and the like to a student, staff member, or other person associated with Ayersville Local Schools.

III. Physical Contact: Threatening or causing unwanted touching, contact or attempts the same with a student, staff member, or other person associated with Ayersville Local Schools.

IV. Cyberbullying including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.

**B. Gender/Ethnic/Racial/Religious/Disability/Height/Weight/  
Harassment/Discrimination**

I. Verbal: Written or oral innuendo, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a student, staff member, or other person associated with Ayersville Local Schools.

II. Nonverbal: Placing objects, pictures, or graphics in their presence, or making insulting or threatening gestures toward a student, staff member, or other person associated with Ayersville Local Schools.

III. Physical contact: Any intimidating or disparaging action toward a student, staff member, or other person associated with Ayersville Local Schools.

IV. Cyberbullying including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.

Any student who believes that he/she is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with Ayersville Local Schools should contact a guidance counselor or administrator. The student may make contact in writing or in person. The student must share the name(s) of the person(s) he/she believes to be responsible for the incident. A written summary of the report is to be prepared and forwarded to the principal. Reports will be investigated in a timely manner.

9. **Harassment Of School Personnel:** Students may be subject to school discipline for any harassment, verbal abuse, vandalism, physical abuse, or other disruptive behavior towards school personnel. This also includes cyberbullying such as, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic devices.
10. **Threats, Cursing, And Obscene Language/Gestures:** A student shall not threaten, insult or use obscene language/gestures. Profanity is covered under this rule.
11. **Academic Dishonesty:** A student shall not cheat, attempt to cheat, assist or encourage another student to cheat on any school assignment or test. This includes plagiarizing, the transmission, use, or obtaining of any unauthorized academic information, including the tampering/hacking of files/databases associated with digital communicating. For the purposes of clarity, plagiarism is defined as the use of ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own; you must cite such sources. Teachers/Departments are responsible for making students aware of the consequences for violation of this rule.
12. **Forgery:** A student shall not forge a note or signature, alter a note or signature, nor utilize a forged or altered note or signature. Also included under this provision is false representation by telephone, false identification documentation, and/or digital communication.

13. **Emergency Safety Equipment:** A student shall not tamper with any emergency safety equipment unless an emergency actually exists. This includes, but is not limited to, fire extinguishers and fire alarm system, panic button, and AED.
14. **Public Display Of Affection:** A student shall not engage in public displays of affection. A student shall not engage in sexual acts on school premises or while under school supervision for a school related function.
15. **Repeated Violations:** A student shall not repeatedly fail to comply with reasonable rules established for running the school efficiently.
16. **Placement Of Signs/Etc.:** No signs or slogans will be permitted to be placed upon school property without the permission of the proper school authority. A student shall not distribute pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
17. **Publication Or Use Of Indecent, Obscene, Pornographic, Or Libelous Material:** The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, libelous or otherwise illegal images or text is prohibited by the code of conduct. Whether the mode of communication is verbal, written, by phone/computer/software/files/database, or any means on the internet, this constitutes a violation of the code of conduct and may be a crime under state and federal law. The violation may be reported to law enforcement and/or appropriate agencies.
18. **Arson:** Arson or attempted arson is not permitted on school property.
19. **Aiding Other Students' Violations:** Students shall not willfully aid another person to violate school regulations.
20. **Out of Assigned Area:** A student shall not be present in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher. A student shall not leave school during school hours without permission of the principal or his/her designee.
21. **Food/Drink:** No food or drink will be allowed in the academic hallways/classrooms unless permitted by administration.
22. **Electronic Devices:** An electronic device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers communication to the processor. The following are examples of electronic devices: cell or wireless telephones, pagers/beepers, laser pointers, MP3 players, smart phones, smart watches, WiFi-enabled or broadband access devices, two-way radios, video production devices, laptops, tablets and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information. Radios, cell phones, CD/DVD players, iPods, smartwatches, electronic games, etc. can be distracting to classroom procedures if they are not used responsibly.

The use of electronic devices for any voice or text communication is **NOT** permitted during instructional time, in academic hallways, restrooms, and locker rooms. Students are not permitted to use their personal cell phones and electronic devices in the cafeteria during their lunch period nor at recess. Students may possess cell phones and other electronic devices during instructional

time, in academic hallways, in restrooms, and in locker rooms, provided they are powered completely off (not just placed on vibrate or silent mode) and stored out of sight.

The use of social media during school hours is strictly prohibited and will result in appropriate consequences.

Students may not record a class in any fashion unless they have informed the teacher/class and have written permission from the teacher and the recording device is visible to everyone in the classroom.

Students may not record, take, or distribute inappropriate pictures (i.e. nudity, sexually suggestive, illegal activities, vulgar gestures, etc.) during any school related activity.

Students may not use a cell phone or mobile communication device to circumvent the early dismissal or attendance policies.

The student assumes all risks in bringing such devices onto school property or to school related functions. Ayersville Local Schools is not responsible for loss or damage to any of these personal items that may be brought to school.

The following consequences may occur as a result of violations of the Electronic Device policy: If a student uses his/her device, the device goes off, or causes a distraction during a lesson, the student will face the following consequences:

1. First Offense: Teacher confiscates device and turns it into the office. The device is then returned to the student after school.
2. Second Offense: Teacher confiscates device and turns it into the office. The device is then returned to parent/guardian after school.
3. Third Offense: See step 2 and other disciplinary action will be taken (i.e. detention, in school restriction, out of school suspension, etc.)

**Dress Code: GUIDELINES FOR UNACCEPTABLE ATTIRE**

- A. Outdoor clothing such as coats, jackets, sunglasses, and any form of headwear.
- B. Tank Tops, muscle shirts, mesh shirts, spaghetti string tops or cut-off shirts.
  - a. Minimum length of 3 inches on strap
- C. Clothing that shows the mid-section at any time. *This includes when sitting.*
- D. Undergarments as outerwear.
- E. Any form of sleepwear including – slippers, pajama tops and/or bottoms, etc.
- F. Any clothing that displays or advertises vulgar, obscene, disrespectful, or inappropriate slogans or images. This includes alcohol, drug, or tobacco slogans or representations.
- G. Any forms of clothing that are sloppy, excessively baggy, and torn that reveals excessive skin.
- H. Dresses, skirts, shorts and pants should be no shorter than mid thigh.
- I. Hair color and style must be in such a way as not to be disruptive to the educational environment.
- J. Physical appearance (i.e. facial piercings, hair color, etc) issues that impedes the learning process may result in the student being asked to alter the offending issue.

**Guidelines for Shorts:** Students will be allowed to wear shorts to school according to the guidelines below. Any student wearing shorts considered inappropriate will be asked to change and may be restricted from wearing shorts the remainder of the school year. A general rule for minimum length is mid-thigh, however, any clothing that is distracting to the educational process is not permitted. Shorts worn over leggings must be mid-thigh as well. Shorts will not be permitted that are:

1. Extremely short (i.e. gym/running shorts)



2. Extremely tight (i.e. cycling shorts)
3. Cut-offs or boxer shorts

**Note:** The administration reserves the right to require any student to change clothing, etc. which in the administrator's opinion is a disruptive influence on the educational atmosphere of the school.

**Other Activity:** No student shall engage in any other activity, which in the judgment of the administration, the student knows or should know will disrupt the academic process or a curricular or extracurricular activity.

#### **SEARCH BY SCHOOL AUTHORITIES – ADMIN. GUIDELINES**

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

1. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.
2. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
3. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
4. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
5. Wherever possible, the student shall be present at any search of his/her possessions.
6. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

**Reasonable Suspicion:** As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or district property.

#### **Lockers And Other Storage Areas Provided For Student Use:**

1. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein (See Form 5771 F1). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
2. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
3. The principal may, at any time, request assistance of the Defiance County Sheriff's department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

**Desks And Other Storage Areas:** A desk or any other storage area in the school provided for student use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

**Student Search:**

1. The search of a student may be conducted by the principal when he/she has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
  - a. The student's pockets;
  - b. Purses, briefcases, backpacks, or any other object in the possession of the student;
  - c. Removal of an article of exterior clothing such as a jacket or shoes.
2. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

3. Strip searches are to be conducted only by law enforcement personnel.

**Use Of Dogs:** The Board has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property must be authorized in advance by the principal/Superintendent or be pursuant to a court order or warrant.
2. The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.
3. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
4. The dog will be allowed to examine a student's possessions, including vehicles.
5. The dog may be allowed to examine school property such as lockers as permitted by the building principal. The principal shall establish any limitation as to areas of school property to be examined by the dog at the time the use of dogs is authorized.

**Items Found:** Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

**TESTING**

Kindergarten students will take the state readiness assessment (KRA) at the beginning of the school year. Grades 3-6 will take Ohio's State Tests in late spring. Grades 3-4 and 6 are tested in the areas of math and English language arts; Grade 5 is tested in the areas of math, English language arts, and science. Grade 3 will also take Ohio's State Test in English Language Arts in October/November. Grades 2 and 6 will be given the IOWA and CogAT in the winter/spring for gifted identification purposes. Grade 5 will be given the CogAT in the winter/spring for gifted identification purposes.

**TRANSPORTATION INFORMATION**

**BUS TRANSPORTATION:** Riding the school bus is a privilege, not a right. In order to ensure the safety of all passengers, proper conduct is required. Students failing to conduct themselves according to the

following rules will not be permitted to ride the bus. The school bus driver has the authority and responsibility to maintain control over the pupils on the school bus (Section 3319.41 of the O.R.C.). **All school rules continue to apply while riding the bus. Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation service to any pupil.**

The bus drivers will be responsible for the students while they are on the bus and have the right to discipline them when necessary. It is vital for students to observe and follow all bus rules as this is important for the safety of all students on the bus. Recurring and/or major problems will be referred to an administrator through a bus referral form. Listed below are rules for the school bus. Please go over these rules with your child:

1. Talk in a conversational voice.
2. No eating or drinking.
3. Listen to directions the first time.
4. Keep the bus clean (no littering).
5. Stay seated facing forward at all times.
6. Respect others.
7. Keep your hands to yourself.

#### **ADDITIONAL TRANSPORTATION GUIDELINES**

1. Students shall arrive at the assigned bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from where the bus stops.
3. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
4. Behavior at school bus stops must not threaten life, limb or property of any individual. While at the bus stop, students are to behave and conduct themselves in accordance with the Ayersville Student Code of Conduct and the Student Discipline Code.
5. Students are expected to enter and leave the bus in an orderly single file.
6. Students must go directly to an available or assigned seat.
7. Students must not use or possess tobacco products, including but not limited to e-cigarettes, on the bus.
8. Students must not have alcohol or drugs in their possession on the bus.
9. Students must not throw or pass objects on, from, or into the bus.
10. Students must not put head or arms out of the bus windows.
11. Students must be silent at railroad tracks until the crossing is completed.
12. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses.
13. Students will be permitted to carry aboard school buses all lap material required for their academic studies as well as carry-on parcels that do not have any sharp points or edges and that will fit under the seats.

The provisions of Section 3313.66 of the O.R.C. apply to suspension, expulsion, and immediate removal of a student from the school bus or riding privileges.

A written request should be turned into the office for a bus permit any time your child is to go to a home other than his/her own (even if on the same bus). This note should include whose house, address, and bus number if possible.

#### **USE OF COMPUTERS AND LAPTOPS ON THE NETWORK**

The Internet links thousands of computer networks around the world, giving Ayersville students access to a wide variety of computer and information resources. Ayersville Local School supports the use of the

Internet in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Students in kindergarten through grade 6 will have the opportunity to interact with several forms of technology. The use of interactive tablets, laptops, programmable robots and circuits, as well as several computer applications will be used in the educational process. Students in kindergarten through grade 6 will be provided a Google Apps for Education account. The account can be used to create, edit, and share documents and information with other Ayersville students as well as their teachers.

### **Google Apps for Education (GSuite)**

Many classes have online assignments posted on Google Classroom, which can be accessed through any computer with Internet access. Students should save important items on their GSuite account, these files can be accessed from most computers with Internet access. Talk with your students's teachers about the availability of coursework and assignments in Google Classroom. Google Apps can be accessed at <http://docs.ayersvillepilots.org>.

### **Internet Safety / Internet Filter**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked by an internet filter while students are logged on to the district network. Students are in violation of district policy if they attempt to circumvent the filter through proxy servers, installing software apps, or editing computer settings.

### **Appropriate Use of Technology Equipment**

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law.

Access to another person's account or computer without their consent or knowledge, or attempting to access the Ayersville Local Schools network restricted areas is considered hacking and is unacceptable behavior subject to disciplinary action.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings and reserves the right, to the extent permitted by law, to withhold a report card or credits from any student whose payment of such fine is in arrears.

### **VISITORS**

All visitors must report to the office upon entering the school. Visitation of friends from other schools is not permitted unless the principal grants permission. All visiting students must conform to school rules.

### **WITHDRAWALS, TRANSFERS, OR CHANGE OF CONTACT INFORMATION**

Any student moving to another district must notify the office as soon as such withdrawal or transfer is known. All textbooks are to be turned into the teachers. Any school property should be returned and all debts paid. Notify the school with any change in contact information as soon as a change is made so our records can stay up-to-date.



## 2017 - 2022 Strategic Plan Overview

### Our Mission

The Ayersville Local School District provides a challenging learning environment that sets high expectations for success by offering individualized instructional and diverse learning opportunities. We celebrate differences to develop successful life-long learners.

#### GOAL

##### Communication/Community Engagement

Ayersville Local School District will communicate and collaborate effectively with our students, parents, staff and community.

#### GOAL

##### School Climate

Ayersville Local School District will create an environment where all members are welcomed, supported and feel safe in school: socially, emotionally and intellectually to positively transform school culture.

#### GOAL

##### Academic/Student Learning

Ayersville Local School District will increase academic performance for all students as measured by achievement data, student growth, achievement gaps and ensuring students are college and career ready at graduation.

#### GOAL

##### Finance

Ayersville Local School District will maximize our financial stability by being responsible and transparent with our resources.

### Ayersville Local Schools Belief Statements

**P**

#### Pride in Our Community

We believe the school and the community are one. We welcome all. This is symbolized by our motto: "One Pilot, One Nation."

**I**

#### Individualized Academic Opportunities

We believe all students should have the resources to compete in a 21st century environment, helping students realize and discover a career path suited for their skills and interests. We believe each of our unique students should have the opportunity to learn, grow and succeed through purposeful and meaningful learning utilizing their talents to seek to new heights.

**L**

#### Lasting Relationships

We believe that cultivating and maintaining longstanding relationships amongst the school community is vital to the development of the individual student.

**O**

#### Opportunities through Diversity of Experience

We believe our students grow through access to educational and extra activities.

**T**

#### Transformations

We believe that the expertise and dedication of our teachers and staff transforms our students into life-long learners. We believe in developing knowledgeable and responsible citizens who branch out into the world while remaining deeply rooted in Pilot Tradition.

**S**

#### Students

We believe in student centered education that promotes intrinsic motivation encouraging students to challenge themselves. We believe all students can be successful and have a responsibility to learn and excel with the support of genuine motivated educators.