Fort Loramie Elementary School

2025-2026

Student Handbook

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Aides:	Mrs. Anne Barhorst, Mrs. Melissa Hoying, Mrs. Ashley Barhorst, Mrs. Diane Gigandet, Miss Jana Poeppelman
Maintenance:	Mr. Kevin Geise, Mr. David Goldschmidt
Media Aides:	Mrs. Joyce Bornhorst, Mrs. Melinda Dues
Food Service:	Mrs. Kathy Albers, Mrs. Kristi Meyer, Mrs. Carol Kunkler
Nurse:	Mrs. Tami Falk

Elementary Phone Number: (937) 295-2931

FORT LORAMIE FIGHT SONG

He wears an L for all his Loyalty
He wears an O for all his Other Traits
He wears an R for all his Resourcefulness
He wears an A for all the Ambition that he has
He wears an M for all his Mentality
He wears an I for all his Intelligence
He wears an E for all his Energy. Yes-sir-e-e
You can tell he's a Loramie Man
Loramie High School – Rah, Rah, Rah
Loramie High School – Rah, Rah, Rah
We're Fort Loramie High School Students
Team members gather here – Rah, Rah, Rah
Let us welcome one another
With a mighty cheer – Rah, Rah, Rah
Hit them hard and see how they fall
Never let that team have the ball
Hail, Hail the gang's all here
And we're in for a fine time now! R-E-D-S-K-I-N-S

School Colors: Red & Black
Mascot: Redskins

Students & Parents,

August is here, and as summer fades and the seasons change, I am filled with excitement to embark on a brand new school year. At Ft. Loramie Elementary, our primary goal is to ensure each student not only succeeds but also takes pride in their academic and personal achievements. Witnessing young children grow into educated, confident individuals ready for the next level of education is the greatest professional fulfillment.

To achieve this goal, we are committed to providing a positive learning environment grounded in mutual respect. This handbook outlines the policies and regulations of our school, along with the consequences of any violations. It is crucial for students and parents to review this handbook together to ensure everyone is aware of the expectations from the start.

Creating a safe and positive learning environment for all students requires a collaborative effort. Let's work together to make this happen.

Should you have any questions, comments, or concerns at any time, please do not hesitate to contact me via phone at 937-295-2931 or email at scott.rodeheffer@loramie.k12.oh.us. I am looking forward to another outstanding school year!

In Education,

Scott D. Rodeheffer
Scott D. Rodeheffer
Elementary Principal
Fort Loramie Local Schools

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SECTION I – GENERAL INFORMATION

MISSION OF THE SCHOOL

Fort Loramie Elementary will develop character attributes that promote a positive learning environment.

GOALS

District:

Fort Loramie Local Schools will strive to meet all state indicators, improve student performance indicators, and strengthen student achievement in all subject areas.

School:

1. Fort Loramie Elementary will promote social skills pertaining to developing positive relationships.
2. Fort Loramie Elementary will develop accountability in the students concerning their educational responsibilities.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.
Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):
Mr. Daniel Holland, Superintendent, (937)295-3931

SCHOOL DAY

Students are permitted into the building at 8:00am and students are to be in their classrooms at 8:10am. Teachers will not be responsible for students before 8:00am. The school is directly responsible for supervision of students only while they are on school property.

Student Dismissal is between 3:00 and 3:05pm. **It is crucial that you follow the pick up and drop off policy.** Student safety is our main concern. Exiting and entering at unspecified spots causes an incredible hazard. Please follow the policy established by the school.

PICK UP AND DROP OFF POLICY

Students are to use the EAST(Door B) doors for entering and exiting each day. Parents are to drop off and pick up students using the drop off/pick up area only. During the drop off/pick up cars will line up along the sidewalk from the front of school and continue down the entrance drive. Students are to only exit and enter vehicles from the passenger side. Students will not be allowed to cross the driveway to enter a car.

All bicycles are to be parked in the rack. Crosswalks for town walkers will be at Church Street.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. No student will be released from school without proper parental permission.

HEALTH CARE SERVICES

The district will obtain authorization from a parent prior to providing any type of health care service to the student including physical/mental/behavioral health - except for emergency situations, first aid, unanticipated minor health care services, or pursuant to an IEP/Section 504 Plan.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling and paying tuition. New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Parent requests will not be honored.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

A. Parents should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
D. Medication that is brought to the office will be properly secured. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours.
E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include COVID-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases are specified by the State Board of Health.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including confidential information. Access to all student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written

consent of the parents. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. The Privacy Act does not protect Directory Information of the student. Parents may request in writing that the school not release the personally identifiable information. Directory Information includes the following:

* Student's name
* Student's address
* Telephone number
* Date and place of birth
* Dates of attendance
*Participation in officially recognized activities and sports
* Student achievement awards and honors

Directory Information is provided to the following for purpose of providing educational products or services for or to students.

* Curriculum and testing agencies
* Fundraising activities
* Services providing student recognition programs and school approved memorabilia

BOOK BILLS/CHROMEBOOK FEE

In accordance with State law, the school may charge specific fees for activities and materials used in the course of instruction. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Failure to pay fines, fees, or charges will result in students not participating in field trips. Arrangements to pay the book bill on a payment plan should be made by contacting the elementary principal.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students. The cost is listed below:

Grades K-6:	$3.00/day
Additional Milk:	.50 @ carton
Kindergarten Milk:	.50 @ carton

Ala carte items are sometimes available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Primary students may bring snacks for their morning break. Only grades K-2 have the option of purchasing milk at break time.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students.

WELLNESS

It is the policy of the school to encourage parents and students to make healthy choices. Please keep this in mind when packing your child's lunch. We encourage healthy snacks as an option in lieu of candy.

BIRTHDAY CELEBRATIONS

Due to the growing concern of allergies, students will no longer bring birthday treats in to be shared with the class. The principal will have a birthday celebration at the end of each month for those students celebrating a birthday that month and provide a treat.

SAFETY AND SECURITY

The safety of all students and staff is paramount. Therefore, all visitors must report to the office (Door A) when they arrive at school. All other exterior doors are locked during the school day. All visitors are given and required to wear a building pass while they are in the building. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. Our security system helps keep our students and staff safe. The school is equipped with a video camera system that is used to monitor events of the school and behavior of the student body.

SAFETY PATROL

Our school safety patrol is made up of 5th and 6th grade students. There responsibility is to help students cross safely. Please yield to them to help ensure safety of the students.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire and tornado safety laws and will conduct drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. . Safety drills will be conducted at least three (3) times a school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

ONE CALL NOW

One Call Now is an automated Parent Notification System.

We utilize this system for school delays and cancellations as well as district announcements.

In addition to receiving calls from the school using this system, parents can easily retrieve or replay a message that was cut off from an answering machine, answered by a toddler, or received on a cellular phone that dropped the call mid-message. In order to do this, follow these instructions:

Call toll-free (877) 698-3261 or (866) 321-4255 from any touch-tone phone.
When prompted by the system, press 1 to listen to the most recent message sent to you.
Enter your telephone number. You must enter the telephone number that One Call Now calls for delays, cancellations, and announcements. For instance, if One Call Now only calls your home telephone and not your cellular telephone then you must enter your home telephone number even if you are calling from your cellular phone.
The system will now play back the most recent message.

Also, the following TV stations will continue broadcasting the information.

WRGT TV (45) - Dayton **WHIO TV (7) – Dayton**
WKEF TV (22) – Dayton **WDTN TV (2) -Dayton**

RECESS

Students will be held inside for recess if the temperature is 25 degrees or colder including wind chill.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

VOLUNTEERS

Volunteers are always needed and welcome at the Fort Loramie Elementary School. Parents, grandparents, and other community members are encouraged to call the office at 295-2931, if interested in joining our volunteer team. In particular volunteers are needed as crossing guards and tutors.

LOST AND FOUND

The lost and found area is located in the cafeteria. Students who have lost items should check there and may claim their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

PERSONAL COMMUNICATION DEVICES

Possession of a cellular telephone or other personal communication device (PCD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. A student may keep his/her cellular telephone or PCD "on" with prior approval of the building principal.

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or PCDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or PCDs in their possession, to make sure the cellular telephones and PCDs are not left unattended or unsecured.

Nothing in this policy prohibits a student from using a PCD for student learning or to monitor or address a health concern, in accordance with the student's individualized education program or Section 504 plan.

USE OF OFFICE TELEPHONES

Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ISPECTION OF INSTRUCTIONAL MATERIALS

The following procedures should be used when a member of the public makes a request to inspect instructional materials.

Form 9130 F3 should be completed and submitted to the principal. Upon receipt of Form 9130 F3, the principal will contact the person making the request within five (5) school days to schedule an appointment for the person to come to the District to review and inspect the material indicated on Form 9130 F3. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

GRADES

Fort Loramie Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

100-93 = A **92-83 = B** **82-70 = C** **69-60 = D** **59-0 = F**

Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

DISTANCE LEARNING

Students, when necessary, may have to learn through use of distance learning and education will then take place through an online platform. If distance learning is required for durations during the school year, the expectations for completion of course content will then be consistent with the expectations that are in place when learning occurs at the physical facility. Furthermore, whenever distance learning is to occur for an extended period of time, specific guidelines will be made available that will outline and detail the procedures staff and students are to follow.

COMPUTER TECHNOLOGY AND NETWORKS

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services ("Network") are governed by the following principles and

guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the District's computers, network, and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school

rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encourage to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.

B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. [ ] This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.

G. Use of the Network to engage in cyber bullying is prohibited. "Cyber bullying" is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

   Cyber bullying includes, but is not limited to the following:

   1. posting slurs or rumors or other disparaging remarks about a student on a web site or on web log;
   2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
   3. using a camera phone to take and send embarrassing photographs/recordings of students;
   4. posting misleading or fake photographs of students on web sites.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

J. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Technology Specialist. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

K. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher of in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.

M. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

N. Use of the Internet and any information procured from the Internet is at the that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board,

O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

O. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Specialist. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose.

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (e-mail – checking, composing, and sending).
4. Training (use of such programs as typing tutors, etc.)
5. Personal discovery ("surfing the Internet").

6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the classroom teacher or the building principal.

Internet Safety/Appropriate Use Policy

The following guidelines and procedures are expected to be utilized by students who are authorized to use the District's computers, local area network or on-line services (e-mail, Internet, commercial services).

- Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number or that of other personnel.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may
  Be reported to the authorities.
- Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.
- Internet safety training will be provided by the technology coordinator in grades 3, 6, and 9. Documentation of such training will be kept by Technology Coordinator.
- Internet safety training will cover, but is not limited to, appropriate online behavior including interacting with other individuals on social networking and chat rooms, and cyberbully awareness and response will be covered.
- The network should not be used in such a way that it will disrupt the use of the network by others.
- All communications and information accessible via the network should be assumed to be private property.
- Rules and regulations of network are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep their password, personal account numbers, and home addresses and telephone numbers private.
- Users shall use this system only under their own account password. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user. Impersonation is not permitted. Real names must be used. Pseudonyms are not allowed.
- The system shall be used only for purposes related to education or administration of the District. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or policy.

- Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism will result in the cancellation of privileges. Vandalism includes uploading or downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or data of any other user.
- Users are expected to keep messages brief and use appropriate language.
- Users' activity will be filtered and monitored for inappropriate information, obscene images, child pornography, online activity, email, personal identification information, and any material considered to be harmful to minors.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are not permitted to violate regulations prescribed by any on-line service provider.
- Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
- Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees.

<u>Violations of any of the above guidelines and procedures may result in any or all of the following sanctions:</u>

- Loss of access.
- Additional disciplinary action may be determined at the building level in line with the student code of conduct.
- When applicable, law enforcement agencies will be involved.

SECTION III – STUDENT CONDUCT

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class.

Notification of Absence

If a student will be absent, the parents ***must*** notify the School at 937-295-2931 by 8:30am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact their teacher as soon as possible to obtain assignments. The number of days for completion of makeup work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two or more hours in 1 school year. If a student is habitually absent and the student's parents fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Excused Absences
Students may be excused from school for one or more of the following reasons:

Personal illness of student
Severe/Serious illness in student's family
Death in the family
Religious reasons
Quarantine for contagious disease
Family emergency or circumstance, which, in judgment of the superintendent, constitutes a good and sufficient cause for absence from school.

The school discourages absence from school for non-emergency trips out of the district. The responsibility for such absence resides with the parents. The student will be required to make up any missed assignments after they return from their trip.

Religious Absences
Students are permitted to be absent for up to Three (3) religious expression days each school year. No academic penalty shall result of this absence and students are permitted to still participate in athletics or extracurricular activities that day.

Excessive Absences
Parents will be notified of any excessive absences per State Law. Excessive absences are 38 or more hours in 1 month with or without excuse or 65 or more hours in one school year with or without excuse.

Suspension from School
Absence from school due to suspension shall be considered an authorized absence. Students will complete missed work for both In-School (ISS) and Out-of-School Suspensions(OSS). Students will earn up to 80% of the original grade for ISS and up to 60% of their original grade for OSS.

Tardiness
A student who arrives after 9:40 A.M. or leaves school before 1:30 P.M. will be deemed ½ day absent, those students arriving before 9:40 A.M. or leaving after 1:30 P.M. are deemed tardy. When a student has received three (3) tardies to class or to school, the disciplinary measures of the grade level teachers will be imposed. Abuse of tardies will create the need for a conference between the classroom teacher, the parent, and the principal. Any student who is tardy should report to the school office when they arrive.

Vacations During the School Year
It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must inform the Principal and homeroom teacher at least two weeks prior to the vacation. Homework will not be given prior to the vacation. The student will be required to make up any missed assignments after they return from their trip. If advanced notification is not given to the Principal and homeroom teacher, then the assignments may, or may not be counted as a grade.

STUDENT CODE OF CONDUCT

A major component of the educational program at Ft. Loramie Elementary school is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with rules as they pertain to Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Expected Behaviors

Students are expected to:

1. act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

A disciplined school environment will lend itself to effective educational practices. Student discipline is a high priority and will be expected at all times. Each student will be treated with fairness and consistency and they will all be held to a high standard of behavior. The following three rules will help to govern the discipline. These rules will define what incorporates a major discipline issue.

1. Stops Teachers from teaching.
2. Stops other students from learning.
3. Endangers the health, safety and welfare of other students.

The following will be possible disciplinary actions that can be utilized.

Conference with Principal/Teacher , Detention, Conference with parents, Lost recess time, Reflection paper, Counseling with guidance counselor, Behavior modification plan, Saturday School, In-school Suspension, Out of school suspension, Expulsion

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Shorts may be worn from April 1st – October 31st only.

Flip – Flops are not permitted due to safety concerns.

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or

his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline.

HARASSMENT, INTIMIDATION, AND BULLYING

The Ohio Revised Code (RC 3313.666 D) requires all school districts in Ohio to send home a written statement once a year to each student's custodial parent or guardian describing the policy and consequences for policy violations.

Our policy states, "Harassment, intimidation and bulling behavior means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistance, or wireless hand-held device, either overt or covert, by a student or group of students toward other student(s)/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: causing mental or physical harm to other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel; physical violence and/or attacks; threats, taunts, and intimidation through words and/or gestures; extortion, damage or stealing of money through possessions; exclusion from the peer group or spreading rumors; repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites, also known as "cyber-bullying." Posting slurs on web-sites or on web-logs; sending abusive or threatening instant messages; using camera phones to take embarrassing photograph and posting them on-line; using web-sites to circulate gossip and rumors to other students; excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

Please take some time to discuss the topic of bullying with your child(ren). The law has expanded the traditional definition of bullying and is advocating appropriate discipline for those who bully others. Discipline may include suspension and/or expulsion from school.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In addition, a student can be suspended from school transportation for infractions of school bus rules.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. The Superintendent may expel a student from school for a period not to exceed 180 school days for actions that the superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees. Conditions and procedures will be provided in writing to Board, student, and the parent/guardian at the beginning of the expulsion period.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is

found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

DRUG PREVENTION MEMORANDUM

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SECTION IV – TRANSPORTATION

Bus Transportation
Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason unless 48 hour notice and approval by the Superintendent or Transportation Coordinator.

Students who are riding to and from school on District provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Each student shall be at the designated loading at least five (5) minutes prior to scheduled pick-up time. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.
The Board of Education may install video cameras on school buses to monitor student behavior.

Bus Passes
If a student desires to ride a bus that is different from his/her regular bus, the parents must notify the Superintendent or Transportation Supervisor 48 hour in advance of the change and receive their approval.

Penalties for Infractions
A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students by Private Vehicle
When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent.

The handbook is located online at www.loramie.k12.oh.us
If you do not have computer access, please contact the elementary office to receive a hard copy of the Student Handbook.