

2022-2023

**TORONTO
ELEMENTARY
SCHOOL**



**STUDENT
HANDBOOK**

Toronto Elementary School Student Handbook

Welcome to Toronto Elementary School! Thank you for choosing the Toronto City School District. We are proud of our outstanding staff and high academic standards, and we look forward to working with you to provide your child with an exceptional educational experience. We believe each student's potential is best realized within a safe, supportive, and positive learning environment. We invite parents/guardians to become active members of our school community. This handbook is designed to provide important information to you and your student and provide standards for our students and school community.

Vision Statement – The Toronto City School District is the heart of the community where excellence is expected and character is nurtured.

Mission Statement – Toronto City School District’s focus is to provide a dynamic learning environment that develops all students’ abilities for their future success.

Toronto Elementary Motto – “Respect the T!”

Toronto Elementary School

1309 Dennis Way

Toronto, OH 43961

Lori Rawson, Assistant Principal

Ann Silverthorn, Principal 537-2172 or cell 740-381-3635

Toronto Elementary School Hours

School Hours: 7:45 a.m. - 3:30 p.m.

Tardy Bell Rings – 8:30

Student Arrival: 8:00 a.m. - 8:20 a.m.

Student Dismissal: begins @ 2:35 p.m. with car riders
2:45 p.m. for walkers/ flagpole pick ups

Breakfast: Anytime between 8:00 a.m. to 8:20 a.m.

Lunch: 12:00-12:30 – K, 1st, 5th
12:40-1:10 – 2nd, 3rd, 4th

ARRIVAL: Students being dropped off to school will enter through the main entrance of Toronto Elementary (door #4) between 8:00-8:20. If your student is eating breakfast, they should arrive by 8:00.

DISMISSAL:

Dismissal begins at 2:35. Students will exit the building using door #5. Adults picking up students will form 2 lines of traffic and wait in their cars until a staff member verifies whom they intend to take home and call for that student to come out. Do not arrive before 2:25 and park, or you will be asked to leave. This will ensure the roads are clear for the Toronto Jr/Sr High & Prek dismissals. For the safety of students, **adults should not exit their cars or attempt to enter the school while waiting for their child.** Walkers will be dismissed through the Toronto High School main entrance, near the flagpole. Adults are asked to please wait for their student(s) by the flagpole; do not wait in your vehicle and have your student run through the parking lot. Supervision will be provided in the immediate dismissal area until 3:00 p.m. Walkers are to immediately leave the school premises upon dismissal.

If you foresee a change in your student(s) dismissal unexpectedly, please call 740-537-2172 by 2:00, so we can provide notification to all involved.

RESPONSIBILITY FOR STUDENTS: Your child's school assumes responsibility for its students and provides appropriate adult supervision during the hours of 8:00 a.m. to 3:30 p.m. while students are on school property. School property is defined as all areas in the school building, parking lot, buses, and playground. It does not include bus stops, the sports' fields and parks located on campus. Unless traveling on Toronto School Board-owned buses or participating in a school function, students are the parent's responsibility at all other times including the time waiting at the bus stop and walking to and from school.

AFTER SCHOOL ACTIVITIES: Students attending activities are to behave, as expected while in school. If anyone violates school rules, they will be asked to leave and will not be permitted to attend other functions. Students that leave the building during an activity will not be permitted to return to the activity. No students are to remain in the building for activities without adult supervision. This also applies to athletic practices or games; a coach must be present.

SCHOOL CLOSING / DELAYS: For school closing or delay, announcements will be made over radio stations: WSTV, WEIR, WLIT and WTOV-TV. An "All Call" will be made to students' main contact phone number that was given to the school office.

HOMEROOM TRANSFERS: There will be no transfers from a homeroom to another after the class lists have been posted.

HOMEROOM ASSIGNMENTS: In order for all students to have equal access to strong teachers, requests for teachers, whether it be to have your child placed into or kept out of a specific classroom will not be accepted. TES will not honor requests for certain students to be placed in the same classroom.

ATTENDANCE (HB 410)

ABSENCE: If a student is absent from school, that student's parent/guardian **MUST** call the school between **7:30 and 9:00 a.m.** If this is impossible, contact the office for an alternate plan. An unexcused absence is when a student is truant or the school is unable to make parent/guardian contact to verify student absence. It is extremely important for a student to have a good attendance record to be promoted to the next grade.

EXCUSED ABSENCES: An excused absence from school may be approved on the basis of any one or more of the following conditions: personal illness, illness in the family, quarantine of the home, death of a relative, work at home due to absence of parents or guardians, observance of religious holiday, and an emergency situation approved by the principal. Any student missing more than 5 days must provide a doctor's excuse. Missing the bus or not having a ride will be recorded as an unexcused absence.

MAKE-UP WORK: After an absence from class, it is the **STUDENT'S RESPONSIBILITY** to see each teacher and arrange for making up the work. If you wish to find out what your assignments were before returning to school, you should call one of your classmates and get the information. For extended absences, you could also arrange to have the books you may need to be brought home by a fellow student or picked-up by a parent by calling the school office. In most instances, homework should be made up within one week following absences.

PERMISSION TO LEAVE: If it is necessary for a student to be excused from school during the day, he/she must bring a note from his/her parents to the office upon arriving at school. Permission will then be given to leave class. Students must be signed out by a parent/guardian before leaving the building. Students must report to the office upon leaving and re-entering the building. When students leave the building unauthorized an automatic three day suspension will occur.

TARDY: Any student who has not reported to their homeroom by 8:30 a.m. is marked tardy. When a student is tardy to school, he/she should report to the office with an excuse signed by his/her parent or guardian. Tardies count against perfect attendance. Excessive tardiness can result in restitution after school hours, per the principal's discretion and/or the student may be placed on a Truancy Plan.

TRUANCY and TARDINESS: Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Excuses from school must meet the State and Board of Education conditions and the Ohio Revised Code. In cases of prolonged absences, a doctor's certification may be required to verify the absence in question. After five (5) and seven (7) absences, excused or unexcused, parents will receive notification making them aware of the number of days missed and reminding them about the district attendance policy. At ten (10) unexcused days absent, parents will receive further notice and **MAY** be subject to truancy mediation or court appearance in the Juvenile Division of the Jefferson County Court of Common Pleas.

ACADEMICS

GRADING PROCEDURES: Report cards are issued every nine weeks. A final average will be obtained from the nine week's term grades.

Grading	Scales	Values
A	3.75-4.0	4.0
A-	3.50-3.74	3.62

B+	3.25-3.49	3.37
B	2.75 -3.24	3.0
B-	2.50-2.74	2.62
C+	2.25-2.49	2.37
C	1.75-2.24	2.0
C-	1.50-1.74	1.62
D+	1.25-1.49	1.57
D	.75-1.24	1.0
F	.00 -.74	.0

- A = Excellent (93-100%)
- B = Good (84-92%)
- C = Average (75-83%)
- D = Poor (65-74%)
- F = Failure (0-64%)

HONOR ROLL: At least a “B” is necessary in all Major subjects. Students with a grade lower than a “B” in Music, Physical Education, are still eligible for Honor Roll if grades are high enough in other subjects to make at least a “B-” average overall. No grade can be less than a “C+”.

PRINCIPAL’S LIST: All students are eligible for the Principal’s List. To be named to the Principal’s List a student must have an “A” recorded for all subjects.

PROGRESS BOOK: At the beginning of each school year, each student is issued a Progress Book username and password. Progress Book is an online software program used to maintain student records. The Progress Book account enables students and their parents to monitor their academic progress by viewing their grades and class assignments. Teachers at Toronto Elementary School update Progress Book information on a weekly basis. There will be a minimum of at least one grade per week entered into progress book.

PROGRESS REPORTS: A notice of progress will be given to each student at the end of 4 ½ weeks. This notice is to inform the parents and student of the quality of his/her work midway through the grading period. Report cards are issued once each nine weeks on the Friday following the last day of the quarter.

PROMOTION / RETENTION POLICY: Toronto Elementary School strives to serve the educational needs of all students. To fulfill this responsibility, educational programs and facilities are designed to meet the individual needs of low as well as high achievers. Because a small percent of students cannot always keep pace with their fellow students of the same age, retention in a grade may be necessary. In such a situation, the following factors may be considered by the teacher and principal: mastery of performance objectives in mathematics and reading, student performance on the Ohio Achievement tests, reading development, social maturity, chronological age and I.Q., physical size, previous retention, present grade placement, sibling grade placement, special education placement, attendance and emotional health.

Students must perform at the following academic level of achievement to be promoted to the next grade level.

**Grade Must Pass the following with
a yearly average of D" or higher**

**Must Pass One of the following with
a yearly average of D" or higher**

1	Arithmetic, Reading	
2	Arithmetic, Reading	
3	Arithmetic, Reading	Social Studies, Science
4/5	Arithmetic, Reading	Social Studies, Science

STUDY SKILLS: Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with a pencil, paper and other necessary materials as directed by each instructor.
2. Be an active participant in class
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework
5. Use what is learned and apply it to new situations

HOMEWORK: Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Some assignments are long range in nature and require planned study time for their completion. This eliminates the necessity of spending too much time in completing an assignment the day before it is due.

TEXTBOOKS: A numbered textbook will be issued to each student during the first weeks of school for each academic class. Students will be held responsible for lost or damaged books. Textbooks are to be used, not abused. All textbooks should be covered.

TALENTED AND GIFTED PROGRAM: In the state of Ohio, students may be identified as gifted in one or more of the following categories: superior cognitive ability; specific academic ability; creative thinking ability, and visual and performing arts ability. There are four fields included in specific academic ability: mathematics; science; reading; writing or a combination of these skills; and/or social studies. "Gifted" means a student who performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. In order to be eligible for Talented and Gifted services, a child must perform at or above the 95th percentile on an assessment instrument approved by the Ohio Department of Education. This assessment is given at the end of the 2nd grade and middle of the 5th grade year. Students testing at or above the 95th percentile receive services from a gifted teacher who works directly with them to design opportunities to meet their educational needs. Experiences may also be provided within the classroom and in small groups outside the classroom.

3rd Grade Reading Guarantee

As part of Senate Bill 316, legislation was created to ensure all Ohio students are reading at grade level by the end of the third grade, called the Third Grade Reading Guarantee. Starting with students entering the third grade in the 2013-2014 school year, all students must demonstrate a certain level of competency in reading before advancing to the fourth grade.

What does this mean for my child?

- If your child is in Kindergarten, 1st, 2nd or 3rd grade, they will be given a Reading diagnostic assessment each year before a certain date. The date for Kindergarten is Nov 1st and the dates for the 1-3 is September 30th.
- If your child's scores show that they have a deficiency in Reading abilities, we will immediately start designing a remediation and monitoring plan.
- This plan must include:
 1. Identification of the student's specific reading deficiency;
 2. A description of proposed supplemental instruction services that will target the student's identified reading deficiencies;
 3. Opportunities for the student's parents or guardians to be involved in the instructional services;
 4. A process to monitor the implementation of the student's instructional services;
 5. A reading curriculum during regular school hours that assists students to read at grade level, provides for reliable assessments, and provides ongoing analysis of each student's reading progress; and
 6. A statement that unless the student attains the appropriate level of reading competency by the end of grade three, the student will be retained.
- You will also get a letter from us stating your child has been identified as being "not on track" to read at grade level.
- This letter will include:
 1. Notice that the school has identified a reading deficiency in your child;
 2. A description of current services provided to the student;
 3. A description of proposed supplemental instruction services;
 4. Notice that the Ohio Achievement Assessment for third grade reading is not the only measure of reading competency; and
 5. Notice that unless the student attains the appropriate level of reading competency by the end of grade three, the student will be retained.

FEES & FOOD SERVICES

FEES: Fees are charged at each grade level to cover some of the costs of supplies for art, computers, etc. These fees are payable in full by November 1. They are \$15 for students in grades K-5. We understand that some families have financial difficulties; therefore, a payment plan can be set up by calling the office to make arrangements. The amount of the school fees will be sent home the first week of school along with other necessary forms that must be filled out and returned within a week. Fees are to be paid in the office. A receipt will be given to each student. Please keep your receipt in a safe place. **ALL FEES AND CHARGES MUST BE PAID PRIOR TO THE END OF THE SCHOOL YEAR OR STUDENTS WILL NOT RECEIVE A FINAL REPORT CARD.**

CAFETERIA: Breakfast and lunch will be FREE for all students during the 2022-2023 school year. Please ensure you fill out and turn in special lunch forms for free and reduced lunches that will be sent home the first day of school. These forms need to be completed and returned to the school office in a timely manner. These forms ensure those student who qualify for an EBT card receive one. **Please make the classroom teacher,**

principal or school nurse aware of any food allergies. Documentation from your child's doctor is required in order to make any changes to cafeteria procedure.

STUDENT HEALTH & SAFETY

GENERAL HEALTH INFORMATION: It is very important that you inspect your child for any symptoms of illness each morning before sending him/her to school. Elementary students are especially susceptible to communicable disease. A temperature above normal with any other symptom indicates that the child may be ill enough to be kept home. The following symptoms are reasons to not send your child to school: Temperature or severe pain, vomiting or diarrhea, any undiagnosed skin eruption or rash, discharge from ear, enlarged glands, earache, or frequent scratching of scalp or skin.

HEAD LICE PROCEDURE: If you suspect your child has head lice, please contact the school. The school nurse will check your child to confirm the presence of lice and possibly check other students in the classroom. Early detection of head lice is necessary to prevent spreading and/or re-infestation. Any student sent home due to the detection of head lice, must be brought to school by the parent, checked by the school nurse and be nit free to be readmitted to school.

NURSE / MEDICATIONS: Students becoming ill must report to the office. If a student must be sent home, the secretary will contact the parents. A signed medication form is required to be on file before any medication can be administered at school. All medications must be left in the office; students are not permitted to keep medications of any type with them. Do not send medication in your students' book bag

PHYSICAL EDUCATION: Physical education classes are required of all students. To be excused for medical or health reasons, a note from the doctor must be on file in the office. A student may be excused from a particular class because of illness or injury by bringing a note from the parent. Students may be required to do an alternative assignment. Kindergarten through Fifth grade students are required to wear tennis shoes for class.

PLAYGROUND POLICY: It will be the responsibility of the staff to assure adequate supervision of the playground. During good weather there will be teachers supervising assigned areas of the playground. Students are not permitted to bring any equipment from home. **You and your child should assume recess will take place outside each day unless the temperature is below 22 degrees, there are large pools of standing water, it is raining or teacher discretion.**

SAFETY DRILLS: Fire drills, tornado drills, and lockdown drills are conducted regularly. Directions are posted in all rooms. If a fire drill occurs while in the commons, students should quickly and quietly proceed out the front doors to the parking lot. If a tornado drill occurs while in the commons, at the teacher's directions, students should quickly move to the downstairs hallway and assume the tornado position.

WINTER RULES: There will be no snowballing on or near the school grounds.

STUDENT/SCHOOL POSSESSIONS & DRESS CODE

DRESS CODE: Toronto Elementary School is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat,

clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Toronto Elementary School views the Dress Code as a serious issue and expects parents to promote the observance of this policy. The building principal has the final decision as to the appropriateness of all clothing and attire. To clarify the dress code and the expectations that each student must follow see below:

Students must follow:

1. **Sunglasses or hats** of any kind may not be worn in the building.
2. **Tops** that expose the chest or midriff area may not be worn. Sleeveless tops that have thin (spaghetti style) straps are not to be worn (the thickness of two adult fingers is acceptable). Any top that does not cover exposed straps of an undergarment may not be worn. See-through clothing or backless tops are not permitted.
3. **Skirts or shorts** above the outstretched fingertips with waist in proper place are not permitted.
4. **Ripped Jeans/pants** may be worn as long as any holes about the outstretched fingertips are patched or leggings are worn underneath. No exposed skin above the outstretched fingertips.
5. **Obscene or inappropriate pictures**, advertisements or slogans (alcohol, tobacco, scary pictures etc.) are not permitted
6. **Chains** (wallet, etc.) that are not of jewelry quality (fine link).
7. **Inappropriate footwear** such as shoes with cleats, stiletto's, shoes with wheels, shoes with lights, are not acceptable footwear due to safety issues on steps etc.
8. **Cut or torn clothing** that exposes undergarments and/or skin will not be permitted.
9. **Hats, hoods, or other head apparel** are not to be worn inside the building and must be stored in a locker during the school day.
10. **Outside coats or jackets** are not permitted to be worn during the school day
11. **Slap bracelets** are not permitted in the building

The building principal will work with students and parents to enforce the Dress Code. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing, if possible. Parents will be contacted if they need to bring clothes to the student. Parents will be informed if the student is repeatedly in violation of the dress code.

RESPECT FOR TORONTO ELEMENTARY SCHOOL PROPERTY: Each student is EXPECTED to assume responsibility for the care of all school property. The building belongs to you and your parents. They've paid for it and we want to make it as nice and clean as possible for everyone. Please respect all items in the building and treat it as if it were your own personal property. The repair or replacement cost of damaged school property comes from your pocket in the long run.

CUBBIES /DESKS: Cubbies and desks are provided for all students. Students are to keep cubbies and desks clean

LIBRARY: We encourage use of the library at every opportunity. Students may check out books for a one-week period. A fee will be charged for overdue or damaged library material. Students are reminded that they may not take out any other books until the overdue book is returned to the library.

BOOK BAGS/COATS: Book bags/purses may not be carried or worn during the course of the school day. Upon arrival to school, all students must secure any book bags/coats/purses inside their cubby.

CELL PHONES: Toronto Elementary School students are strongly encouraged to leave their cell phones at home. If parents wish to have their child carry a cell phone to school they must abide by the following rules (a) The cell phone must be turned off and stored in the child's cubby or book bag (b) if teachers direct cell phone usage they can be used in the classroom only by the teacher who directed it.

Use of cell phone or electronic device during school hours will result in disciplinary action, unless specified by teachers.

1st Offense – Teacher/Principal keeps for rest of the day.

2nd Offense – Teacher/Principal keeps for rest of the month and parent retrieves.

3rd Offense - Teacher/Principal keeps for rest of the year and parent retrieves.

MONEY / PERSONAL PROPERTY: Valuable property such as expensive jewelry, electronic games, etc. may not be brought to school by students. The school will NOT accept responsibility for the loss of personal property. Students must remember to bring money to school for supplies and lunches. However, large sums of money are not to be brought to school.

PARENT/STAFF RELATIONS & COMMUNICATION

CONFERENCES: Parent-Teacher Conferences are scheduled during the school year. However, teachers are available for conferences at other times by calling the school office for an appointment 740-537-2172. Return calls will be made on the teachers' planning period or after school.

PROCEDURES FOR RESOLVING PARENT/STAFF DISAGREEMENTS: Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

- 1. First level:** If a parent or community member (complainant) has a disagreement or misunderstanding with a staff member, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member shall discuss the problem with the complainant and make every effort to provide a reasoned explanation or take appropriate action.
- 2. Second Level:** If the matter cannot be satisfactorily resolved at the first level, the complainant shall discuss it with the building principal and staff member.
- 3. Third Level:** If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the superintendent. The written request shall include: the specific nature of the complainant and a brief statement of facts giving rise to it; how the complainant or child of the complainant has been adversely affected; and the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.
- 4. Fourth Level:** Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires Board decision or action, the complainant shall request in writing, a meeting with the Board.

SCHOOL VISITATION: We welcome visitors to our school, please make an appointment and register in the school office. You must enter through main entrance, door #4, provide your driver license, and sign the visitor register in the office. You are also required to wear visitor identification. To maintain the high quality of our educational program, we ask that prescheduled classroom visits be limited to approximately fifteen minutes. Students are not permitted to bring guests into the school. Students should not be escorted to the classroom in the morning, teachers are responsible for tending to morning routines starting at 8 a.m. and cannot conference with parents during this important time. Please schedule an appointment to speak with the teacher.

STUDENT CODE OF CONDUCT

DISCIPLINE: The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken. Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also in violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time. A violation of any rule may result in discipline including, but not limited to:

- *after school or morning detention
- * Friday school
- *expulsion
- *compensatory payment of damages
- * alternative behavior class (ABC)
- *loss of bus privileges
- *in-school suspension (ISS)
- *loss of credit for assigned work or tests
- *out-of-school suspension
- *assigned work related to the offense
- *police report/arrest
- *loss of other privileges
- *court referral
- *lunch detention

Notice to Students and Families: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT OFFENSES:

1. **BULLYING** - bullying by a TES student is strictly prohibited. The school recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Definition

Harassment, bullying, and intimidation is defined by the Ohio Revised Code as an “intentional written, verbal graphic, physical or electronic act that a student or group of students exhibited toward the alleged victim more than once; and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student (ORC3313.666) and that false reports will result in disciplinary action pursuant to the Student Code of Conduct that may include, but not limited to: detention, suspension, and/or expulsion depending on the circumstances.

Incident Reports and Responding Protocols can be found on the Toronto City Schools website <http://www.torontocityschools.k12.oh.us/>

2. **CHEATING:** Cheating is defined as copying another’s work or using artificial means to better one’s chances of improving one’s grades. This definition will include such things as using “cheat sheets”, gaining access to tests, relaying information to other students, etc. Anyone caught cheating on any assignment, project, quiz or test will receive an “F” for that activity. All further offenses will be considered insubordination and will be taken care of by the principal under the student conduct code.

The teacher involved in the offense will bring the material to the office and will contact the parent. All cheating offenses are to be reported to the principal

3. **ASSAULT** – a student shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons.
4. **DAMAGE OF PROPERTY** – students shall not cause or attempt to cause damage to school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without authorization. Students must pay for damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary actions
5. **DISRESPECT/DISOBEDIENCE** – a student shall not be disrespectful toward or disobedient to any authorized staff person at any time
6. **DISRUPTION OF SCHOOL/DISORDERLY CONDUCT** – a student shall not cause disruption or obstruction to the normal operation of this school or any other school or school district
7. **FALSE ALARMS/BOMB THREATS** - a student shall not give false alarms of fire, bomb, or other hazard, or misuse the school's alarm system in any manner
8. **FALSE REPORTS/FORGERY** – students shall not make false accusations or give false information on any school forms or correspondence or to other communications directed to the school or school personnel. This includes forging names.
9. **FIGHTING/VIOLENCE** – a student shall not engage in any fight or other act of violence that causes harm or threatens to cause harm to another person.
10. **HAZING** – a student shall not participate in or other degrading or disgraceful act
11. **INSUBORDINATION/DEFIANCE** – a student shall not refuse to comply with reasonable requests, orders, and directions of teachers, substitute teachers, teacher aides, administrators, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to: disobedience or disrespect toward any staff member, not serving assigned detentions, not following school rules or proper procedures, not following assigned schedule/being in an unauthorized area, chronically tardy to school, and repeated misbehavior after warning.
12. **INTIMIDATION/HARRASSMENT/MENACING** – a student shall not intimidate, insult, or in any manner abuse, or harass, verbally, or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex, or disability
13. **MISUSE OF COMPUTER** – students shall not use a computer to obtain access to lewd, obscene, or scandalous, or other unauthorized information or otherwise misuse of computer or a computer program
14. **PROFANE, OBSCENE, OR VULGAR LANGUAGE/GESTURES** – a student shall not use obscene or vulgar language or gestures at school, on school busses, or while engaged in or present at any school sponsored event or activity
15. **SCHOOL BUSES** – a student shall not violate the prescribed rules and regulations for student conduct on school busses
16. **SEXUAL HARASSMENT** – a student shall not sexually harass another student. Sexual harassment may include but is not limited to sexual flirtation, touching, advances, or propositions; verbal or physical abuse of sexual nature; graphic or suggestive comments about an individual's dress or body; the use of sexually degrading words to describe an individual; displaying a sexually aggressive objects to photographs; and sexually explicit or obscene jokes
17. **THEFT** – a student shall not take or attempt to take property of others without their consent.
18. **THREAT** – if it is believed a child may pose a threat to themselves or others, district officials may require a child's parents seek counseling (at the parent's expense) before the child is admitted back into school by a licensed psychiatrist or psychologist.
19. **TOBACCO/NICOTINE** – a student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine product, including electronic, vapor, or

other substitute forms of cigarettes, cigars, or pipes or any tobacco or nicotine cessation products in the school building, or on school busses, or school sponsored activities, or on school property at any time. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Jefferson County Juvenile Court and/or the Toronto Police Department.

20. **VANDALISM** – a student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
21. **WEAPONS AND DANGEROUS INSTRUMENTS** – a student shall not bring to school, possess, handle, transmit, and threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives, and object made, constructed or altered so that to a reasonable person the object appears to be a firearm or weapon.

ZERO TOLERANCE: Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students in Toronto City Schools must conform to school regulations and accept directions from all authorized school personnel. The Board, in compliance with S.B. 55, has a zero tolerance of violent, disruptive or inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student disciplinary actions. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior. At the beginning of each school year or upon entering the year, students and parents will receive a copy of this policy. Other written information on the rules and regulations to which students are subject while in school or participating in any school-related activity or event will also be given to students and parents. It is the responsibility of the school district administrators to make all students aware of the student code of conduct and zero tolerance and the fact that any violations of the code are punishable. Information includes the types of conduct subject to suspension or expulsion from the school or other disciplinary action. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. Furthermore, this policy is to be posted in a central location at each building and made available to students and parents.

Revised June 18, 1998 LEGAL REFS: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

TORONTO CITY SCHOOLS DISCIPLINE POLICY FOR ALL BUS STUDENTS

The bus is an extension of the school day, therefore all SCHOOL CODE OF CONDUCT will be used.

If your child is suspended from the bus, the suspension will be extended one day for each day your child is absent from school. Students in grades 1st through 5th will be suspended for infractions. The first infraction is 3 days off of the bus, then 5, then 10, then the rest of the year. The buses are a privilege and the innate consequences can be severe.

It is expected that a responsible adult will be at the bus stop each day to pick up young students (PreK-1) if it is not directly beside the student's home or the home where the student is to remain after school or there is no older sibling. There has been an issue with some families repeatedly not being at their designated stop. This causes delays in delivering other students to their designated stops. In response to this issue, students whose families

do not have a responsible adult at the bus stop five (5) times or more in a school year may lose bus privileges for a specific period of time or until the end of the school year.

Computer Network and Internet Acceptable Use Policy and Agreement Summary

In order for Toronto City Schools to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Listed below are the provisions of your agreement regarding computer network and Internet use.

Purpose and Use

Toronto City School District is providing access to its computer networks and Internet for ONLY educational purposes. If you have any doubt about whether an activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

Netiquette

All users must abide by rules of network etiquette, which include:

- Be polite – Use appropriate language. (No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.)
- Be safe – do not reveal personal information such as your home address or home phone number while using the computer network and Internet.

Uses that are considered unacceptable and constitute a violation of the Policy:

1. Uses that are offensive to others.

Example: Using access to make ethnic or gender-related slurs or jokes

2. Uses that violate the law or encourage others to violate the law.

Example: Transmitting offensive messages or downloading pornographic material.

3. Uses that cause harm to others or damage to their property.

Example: Do not engage in defamation (harming another's reputation by lies).

4. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

Example: Do not impersonate another while communicating electronically.

5. Uses that access controversial or offensive materials.

Example: Every user must take responsibility for his or her use of the computer network or Internet and avoid sites containing offensive material.

6. Uses that are commercial transactions

Example: Students may not sell or buy anything over the Internet.

Privacy

Network and Internet access is provided as a tool for your education. Toronto City School District reserves the right to monitor, inspect, copy, review and store at any time without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement: A full version of this policy is available in the principal's office of each school.

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the school district. A user breaches his or her Agreement not only by affirmatively violating the above policy, but also by failing to report any violations by others that come to the attention of the user.

STUDENT DIRECTORY INFORMATION

FERPA = The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

