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### **Delta Elementary Information**

**Phone Number-** 419-822-5630  
**Fax Number-** 419-822-2828  
**Address-** 1099 Panther Pride Dr.  
Delta, OH 43515

### **Website Address**

The Pike-Delta-York Elementary Website address is: [www.pdys.org](http://www.pdys.org)

### **Website Information**

The following information can be found at the PDY Website:

- Athletic Schedules
- Board Policy
- District Forms
- Instant Alert
- Lunch Menu
- Phone Directory
- School Year Calendar

## GENERAL INFORMATION

### ARRIVAL AND DISMISSAL PROCEDURES

#### Arrival Time

Students will be allowed in the building at 8:05 am and should not arrive before this time unless eating breakfast. If a student will be eating breakfast they may enter the building at 7:45. School begins at 8:20 and all students must be in their classrooms to be considered on time. The building remains locked until 7:45.

#### Dismissal Time

Students will be dismissed at 2:55 pm and should be out of the building in the afternoon by 3:20 pm.

#### Drop Off and Pick Up

Safety of each child is our primary concern, for which procedures are in place.

#### Drop Off or Pick Up in the Car Loop

In order to accommodate as many cars as possible during drop off and pick up, it is necessary for parents to pull up along the curb lane between the signs or cones.

#### When dropping students off

1. Pull up along the curb lane between the signs or cones
2. Let the student out of the vehicle on the passenger side of the car.

#### When picking students up

1. Pull up along the curb lane between the signs or cones
2. Wait for your children to be brought to your vehicle by school personnel.

If parents wish to leave their vehicles to enter the building, their cars must be parked in a **designated visitor parking spot**. Please do not park in staff parking spots. These spots, which may appear vacant, are reserved for staff who may be temporarily out of the building.

Parents who do not wish to wait in the car loop may consider waiting at the Delta Park and have their child walk there to meet them.

## **Attendance Policy**

### Appendix A

## **Assignments Missed Due to Absence**

When a child will be absent multiple days, a parent may request to get the work before the child returns to school. Teachers will give specific due dates for missed assignments. The number of days that a student will be allowed for making up missed work will equal the amount of days absent.

## **Bicycles**

- Bicycles may be ridden to school and **locked** at the bike racks.
- Students riding bikes are expected to follow all the traffic laws and bicycle regulations.
- The school is not responsible for damaged and/or stolen bicycles.

## **Building Hours**

Office Hours are from 7:45 a.m. - 3:30 p.m.

Students who are eating breakfast may enter the building at 7:45.

First Bell Rings at 8:05 a.m.

Tardy Bell Rings at 8:20 a.m.

Students Dismissed at 2:55 p.m.

After office hours messages may be left on the answering machine at 822-5630.

## **Bus Safety Rules**

The driver has the responsibility and authority to control the behavior on his/her bus at all times, however his/her main focus is on driving safely. Because of the safety factors involved, the bus drivers cannot spend their time attending to such matters. Therefore, students must display good self discipline. If a child disregards the driver's instructions and creates a problem on the bus, the following steps will occur in sequence:

1. The driver will attempt interventions within reason (seating change, etc.).
2. The parents will be contacted by the Transportation Supervisor.
3. Bus Discipline Reports will be mailed home by the Principal who will intervene and apply appropriate consequences.
4. In extreme cases, a pupil's riding privileges will be suspended and the parents will have the obligation of getting their child to school.

With the cooperation of all parents, courtesy of children, and caution shown by drivers, riding on the bus can be safe and enjoyable. Your support of the school policy will be greatly appreciated.

## **Cafeteria Rights & Responsibilities**

Rights Of Students: To eat in safe, clean and orderly surroundings.

Responsibilities Of Students:

- Enter and leave the cafeteria quietly and in an orderly manner.
- Be polite and respectful to all in the cafeteria.
- Use proper manners.
- When talking, speak quietly and only to students seated closely.
- Maintain a clean environment by cleaning up one's trash and food spilled in the cafeteria.
- Return trays and utensils to assigned areas and properly dispose of all trash.
- Remain properly seated, facing inward, and quiet until dismissed.
- Keep food in the cafeteria except when permitted by staff.
- Eat a healthy nutritional meal.

The Goal is "zero waste"

- Meaning students are encouraged to eat all of their food.
- Students who bring a packed lunch are encouraged to use reusable containers.

### Cafeteria Service

- Checks should be made payable to: Delta Elementary School. Payments may also be made online using PayFort.net
- Students will be assigned an account on which their lunch purchases will be drawn.
- Money for lunches will be collected in advance and credited to a student account.
- A student's daily purchase will then be charged against his/her account.
- As a student's account approaches a negative balance, the student and/or parent will be informed indicating an additional deposit will be needed.
- No cash will be accepted at the lunchroom.
- A type-A Hot lunch is available each day in our school cafeteria (prices are listed on the lunch menu).
- Breakfast is available each day (prices are listed on the menu).
- Students who carry their lunch or wish to buy extra milk may do so, if they have money in their account.
- Only complete lunches are served.
- Extra servings may be purchased when a complete lunch is eaten and only when available and ordered in advance.

### Milk Substitutions for Children with Medical or Special Dietary Needs (Non-Disability)

As participants in the National School Breakfast and the National School Lunch programs every meal offered to our students must contain certain components and meet nutritional guidelines. One of the required components is an 8 oz. serving of liquid milk. It has been the practice to "give" students juice if they have medical or special dietary needs that prevent them from drinking milk. However, due to new guidelines set forth by the FDA we will no longer be allowed to follow that practice. At the current time offering a milk substitute is not feasible due to the nutritional requirements and availability of product. To accommodate students we offer a water cooler and cups at every meal as an optional substitute.

### USDA Guidelines for Accommodating Children with Special Dietary Needs in the School Nutrition Programs

- School Food Service, like the other programs in the school, is responsible for ensuring that its benefits (meals) are made available to all children, including children with disabilities.
- School Food Service staff must make food substitutions or modifications for students with disabilities.
- Substitutions or modifications for children with disabilities must be based on a prescription written by a licensed physician.
- The School Food Service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.
- Each special dietary request must be supported by a statement, which explains the food substitutions that are requested. It must be signed by a recognized medical authority and include:
  - an identification of the medical or other special dietary condition which restricts the child's diet
  - the food or foods to be omitted from the child's diet
  - the food or choice of foods to be substituted

### Meal Charge Policy

To ensure that all students have access to healthy school meals and to be good financial stewards, Pike-Delta-York has instituted a charge policy. The following defines the policy on charges to the student meal account.

- Charges are designed to cover a situation in which a parent or student forgets to provide or bring money for breakfast or lunch.
- A \$10.00 limit has been put in place for those students paying full price for meals and for those who pay a reduced price to cover the time for payment to be processed.
- Any student who reaches the \$10.00 limit of charge will be offered a peanut butter sandwich and a choice of milk.
- Breakfast and lunch can all be charged up to the \$10.00 maximum dollar amount; no a la carte items may be charged.
- Parents who do not want their child purchasing extras can request a block on the lunch account.
- Meal charges will not be permitted the last 2 weeks of school, and all charges must be paid before the end of the year.
- Parents may pre-pay for their child's lunch account by sending money to their child's school. Parents may also prepay by going online to [www.payforit.net](http://www.payforit.net). This account is free to view meal activity/balance; however, there is a transaction fee to prepay online. \*Please also note that a transaction may take up to 24 hours to post to the lunch account.

## **Class Assignments**

School personnel devote much time and thought to the best placement for each pupil. Many factors must be taken into consideration and assignments are based on the individual's needs as well as the needs of other children. Some of the criteria used for class assignments are: ability and performance, social and emotional development, domestic situations, learning disabilities, personalities of pupils, teacher requests, and combinations of certain children.

Parents may submit, in writing, the name of one (1) teacher with whom they do **NOT** want their child placed. Please include reasons for your request. All submissions need to be received by the office by May 1<sup>st</sup>. Once class lists have been completed changes will not be made.

## **Class Parties**

Typically, there will be three class parties during the school year: Halloween/Fall Harvest, Christmas, and Valentine's. If you do not want your child to participate in these parties please inform the teacher.

## **Conduct at School Events**

All students in attendance at school functions are expected to conduct themselves respectfully. Students who do not, will be removed and possibly face further consequences.

## **Custody**

Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. This information is needed to protect the rights of a child and to abide by the Missing Children's Act.

## **Discipline -Board Of Education Policy**

### **Standards for Student Conduct**

District standards for student conduct shall be developed and reviewed annually by the Superintendent of Schools. Individual school codes for student conduct, consistent with district standards, shall be developed and reviewed annually by the building administrator.

These standards for conduct shall apply in school buildings, on school grounds, in school controlled vehicles, and in school functions.

These standards shall include provisions relating to:

1. Respect for self
2. Respect for other people
3. Respect for property
4. Respect for authority figures
5. Respect for educational process

### **Types of Infractions**

Types of infractions shall include, but not be limited to, behavior which causes potential or actual injury or damage to:

1. Self (i.e., running in halls, fighting, truancy)
2. Peers (i.e., disruption of learning environment, inappropriate language or gesture, physical assault, threat)
3. Adults (i.e., inappropriate language or gesture, physical assault, threat)
4. Property (i.e., vandalism, breakage, theft)
5. Authority system (i.e., disobedience, defiance)

### **Types of Consequences**

Penalties for infractions of the standards (listed below in order of severity) shall include, but not be limited to:

1. Reprimand
2. Conference
3. Loss of recess and/or withdrawal of privileges
4. Detention
5. Removal
6. Suspensions
7. Expulsion

### Selections of Consequences

Penalties shall be commensurate with the severity of the infraction. Consideration shall be given to the age of the student, circumstances, previous behavior, and attitude.

### Delta Elementary Discipline Approach and Expectations

In order for all students to receive a positive education it is necessary for everyone to follow school rules and give their best effort daily. Students are expected to behave respectfully and diligently complete their assignments. Teachers will work with students who have difficulty with behavior or completing assignments. Parents will be notified about ongoing problems.

Each classroom teacher utilizes a behavior program which will be explained by the classroom teacher within the first week of school.

### Disciplinary Consequences

When students fall behind in their classroom work or their inappropriate behavior continues:

1. Teachers will work individually with students.
2. Should the problem continue the teacher will contact the parents. Through a team effort involving parents, students, and teachers most problems can be solved.
3. Teachers may assign detention(s) if the problem continues.
4. When necessary the Principal will become involved.

Parents will be responsible for providing transportation for detentions. If transportation arrangements cannot be made, alternative consequences may include: before school detention, students doing service work at Delta Elementary, or other plans agreed to by the parents and teacher.

A good working relationship between home and school depends on mutual understanding. Parental questions, concerns, or complaints about school discipline will always be addressed directly and respectfully. Students or parents who have specific questions, concerns, or complaints about a disciplinary action are encouraged to first discuss the matter with the teacher or staff member most directly involved. If the issue is not resolved at that level, the next level of review is with the school Principal or his/her designee.

### **Dress Code**

The standards for student dress and appearance will be cleanliness, decency and appropriateness for the school environment. No clothing will be allowed with language that promotes sex, drugs, tobacco, alcohol, hate, violence, weapons, or anything illegal, unethical, or in anyway disrespectful.

1. Shoes must be adequately secured to the heel, with a standard sole.
2. Shirts/tops must have sleeves. \*Prior to October 15<sup>th</sup> and after April 1<sup>st</sup> students may wear tank tops with a 2" wide strap.
3. Pants will be worn around the waist and above the hips. A belt is required if the pants are loose.
4. Shorts may only be worn when the weather permits and must extend midway between the hip and top of the knee.
5. Skirts must extend midway between the hip and top of the knee.
6. Head coverings are not allowed to be worn in the building except for religious reasons.
7. Garments that are frayed, torn or altered which present a health or safety hazard (too loose), or otherwise disrupt the educational process are not to be worn to school.
8. Clothing that promotes Delta is encouraged!

Students will be required to cover or replace dress code violations.

The principal reserves the right to add or to make adjustments to the dress code.

During the cold and rainy months, the students should be sent to school with sufficient clothing to keep them warm and dry. It is essential that students wear boots, hats, and gloves during the winter months.

### **Electronic Devices**

Electronic devices (handheld games, ipods, etc.) are allowed to be used during inside recess at the teachers' discretion. The school is not responsible for lost, stolen, or damaged items. Cell phones and other personal communication devices are not permitted out or on during school hours.

### **Field Trips**

Parents will be notified in advance about location, date, time and purpose.

A standard parent permission slip and Emergency Medical form must be on file in the office before your child may participate in field trips. Emergency Medical forms will be taken along on all field trips to provide for the welfare of the children.

Students who have had continued discipline problems in the classroom or with recess activities may be removed from attending field trips. The final decision will be made by the principal with teacher input.

When necessary teachers may request parent volunteers to serve as chaperons.

### **Gifted Education**

Gifted means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under Division (A), (B), (C), or (D) of Section 3324.03 of the Revised Code. A student shall be identified in the following areas: superior cognitive ability, specific academic ability, creative thinking ability and/or visual or performing arts ability. Students nominated will be screened and identified once parental permission has been given, if a program is in place.

### **Grading System**

The grading system in the Pike-Delta-York School District is based on a nine-week period. Grade cards will be made available to students four times during the year and they need not be returned to school. In addition to grade cards and midterms, progress will be communicated to parents regularly to ensure they are well informed.

A = 90-100%	3=Secure in skill
B = 80-89%	2=Developing skill
C = 70-79%	1=Needs Improvement
D = 60-69%	[ ]=Not Assessed
F = 0-59%	
I=Incomplete	

### **Homework**

Homework should only be assigned with a definite purpose in mind. Homework should be kept to about 10 minutes per grade level daily, and typically it should not be used for assessment. Parents are encouraged to spend time daily with their children reviewing homework and the day's lesson. Parents are also encouraged to contact the classroom teacher via email or by calling the school regarding concerns about homework.

### **Inspection and Review of Education Records**

#### **Access Procedure**

When the parent of a student, an eligible student, or other legally eligible person desires to inspect or review the educational record of a student:

1. The request shall be made to the Local District Superintendent or Building Records Custodian, in writing.
2. The legitimacy of the request will be verified by the Superintendent or Records Custodian.
3. Written permission, including date(s) and hours the information will be accessible, shall be granted within a reasonable period of time but in no case more than 45 days after receipt of the request.

#### **Limitations on Access**

Although the Board recognizes that it may not deny access to the education record of a student by an eligible person for purposes of inspection and review, the following limitations are in effect:



1. Intelligence test records being inspected or reviewed require the presence of a psychologist for explanation and interpretation.
2. Copying of intelligence test records will be limited to that requested by an eligible psychologist, psychiatrist, personal physician or attorney.
3. The records and information created by psychologists, psychiatrists, physicians, and other professionals or paraprofessionals which are used exclusively for treating or planning treatment of the student may not be released directly to the subject of the record but to only those eligible persons listed above.

#### Copying Of Student Records

Copies of educational records will be furnished to eligible persons at a maximum cost of \$0.20 per page which shall not include a charge for search or retrieval.

#### Items Not To Bring To School

Students should not bring items of personal value to school that are not school related. **Teachers and school administrators will not spend time investigating the loss of or damage to items not needed nor allowed in school.**

#### Kindergarten

The State Of Ohio requires the successful completion of kindergarten as a prerequisite to the admission to first grade. However, it also allows parents flexibility in deciding when to enroll a child in kindergarten. He/she may be enrolled in the year the child reaches the age of five by August 1.

Because kindergarten is now a mandatory and an integral part of the educational program of this school district, it is important that a child complete the entire program in order to be properly prepared for first grade. Therefore, it is the policy of this district that:

1. A child who is a resident for school purposes of this district and who will be five years of age by August 1 of the current year and whose parent elects to enroll the child in kindergarten must do so within three weeks of the beginning of the school year.
2. This rule shall not apply to new residents of this district who have been enrolled in kindergarten in another school district during the school year in which the child establishes school district residence in this district. (BOE Policy)

#### Library

Students will visit the library one time per week and may check out two books or items each week. Students will be charged for bringing back damaged materials. If a book is not returned, another book or item may not be checked out. An overdue notice is sent to the student. If a book is lost students are responsible for paying the replacement cost for the book or magazine. Grade cards will be held for all obligations at the end of the year. Obligations will be carried year to year.

#### Lockers/Desks

It is the position of the Pike-Delta-York Board of Education that lockers/desks are not owned by the students. They are public property held in trust by the Board. School administrators and/or designated teachers acting as agents of the Board are authorized to regulate and supervise their use.

Locker/desk searches may be conducted by school officials and/or designated teachers to protect the health, safety and welfare of pupils.

#### Lost and Found

Lost clothing and other personal items are always a problem at school. It would be helpful if your child's name was written on their clothing. Please remind your child to check the lost and found area for missing items.

## **Medical Concerns**

### Allergies and Bee Stings

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings. In the case of bee sting allergies the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered. It is also advisable that the bee sting medication also be available on the child's bus.

### Illness and Accidents at School

If a child becomes ill or has an accident and cannot remain in school, parents will be contacted by phone. Parents are responsible for providing the school with phone numbers or information where the parents or authorized contact person can be reached during the day on the Emergency Medical Form.

When picking up the student, please come to the office first. The student will be there or someone will take you to him/her. Parents or authorized person must sign the student out.

### Immunization Law

It is required that all children receive the proper immunizations. Records will be checked by the school nurse. Children who do not have evidence of proper immunization will be excluded from school after 15 days.

### Lice

Children with nits or live lice are not allowed to attend school.

### Medication Control Program

It is the policy of the Pike-Delta-York Local School district that all children's medication must be administered by a parent at home. Under exceptional circumstances, medication may be administered by school personnel under the appropriate regulations.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the designated school employees will administer the medication.

- A completed medication permission form must be on file in the office. (Forms are available in the office or on the website [www.pdys.org](http://www.pdys.org))
- The medication must be in the original container.
- Medication must be delivered to the school by the parent or guardian.

### Emergency Medical Forms

Parents are responsible for informing the school of emergency medical treatment they desire for their child. At the beginning of the school year Emergency Medical Forms are required to be completed through InfoSnap. This includes the name of the doctor they wish to treat their child and the hospital they wish to care for their child in an emergency. The form also requests the name of another individual who can be reached in cases of illness or emergencies when parents cannot be reached. Only those numbers listed on the form can be called in times of emergency. Due to safety factors, students will not be able allowed participate in recesses, gym, or fields trips until InfoSnap has been completed. Please any changes need to be made please complete the Year Round Updates through InfoSnap.

## **Non-Custodial Parents Access**

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents do not have rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent, in writing.

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pike-Delta-York Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pike-Delta-York Local Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pike-Delta-York Local Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- The annual yearbook; · Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pike-Delta-York Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Pike-Delta-York Local Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pike-Delta-York Local Schools to comply with the requirements of FERPA. administrators FERPA are:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held twice a year, once each semester. Scheduling for the conferences will be arranged at open house. An honest discussion between parents and teachers often proves to be most beneficial to the child involved. If you feel that you would like to discuss your child with his teacher at a time other than the scheduled conference time, please email the teacher or call the office (419-822-5630) to arrange for a suitable meeting time.

### **PBIS (Positive Behavior Intervention Supports)**

Delta Elementary has implemented a system of behavior management known as PBIS (Positive Behavior Intervention Supports). This system is designed to help teach students positive behaviors and create a learning environment which is conducive for all to learn. A committee of teachers oversees the program. The program is an ongoing program, which is continuously updated and revised. While our previous program focused on bullying prevention, this program focuses on teaching positive behaviors and expectations for all students, which will reduce problem behaviors such as bullying.

### **Physical Education**

The physical education program is designed to provide all students with the opportunity to learn new skills and promote health and fitness through instruction and participation in a variety of challenging and rewarding activities.

To participate in physical education students are required to wear the proper attire. Proper attire includes: shorts or sweats, t-shirt or sweatshirt, tennis shoes that tie and socks.

### **Physical Limitations/Illness/Injuries**

Please inform the school immediately if your child has a medical condition which would limit or impair his/her ability to participate in any physical education activity. If your child needs to be excused from participating in physical education class for a minor illness or injury, a note from home stating the reason will excuse the child for one day only. If your child needs to be excused for more than one day or if the doctor has indicated that the child not participate, a note from the physician is required stating the type of activities and the length of time of the restriction.

### **Possession/use of tobacco/nicotine**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco/nicotine products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco/nicotine products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco/nicotine. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

## **Recess/Playground**

Rights: To have a safe and enjoyable playground and/or recess.

Responsibilities:

1. Respect the authority of any person or persons supervising
2. Play in areas designated by the Playground Supervisor
3. Play in a way that is safe and enjoyable for all.
4. Use acceptable school behavior while on the playground and/or recess.
5. Play games that do not involve physical contact.
6. Students shall keep hands and feet to them self. (No pushing, shoving, kicking, wrestling, fighting, pulling on clothes, etc.).
7. Throwing objects such as stones, sticks, or snowballs is not allowed.
8. Wear clothing appropriate for the weather conditions.
9. Only re-enter the building for emergencies and with permission of the Supervisor.
10. If a student is hurt on the playground, they need to immediately tell the Playground Supervisor.

## **Playground Consequences**

1st minor offense: Immediate "bench penalty" (# of minutes determined by Supervisor)  
2nd minor offense: Immediate bench penalty for one full recess; report to teacher  
\*Major or repeat offenses: Immediate removal to Principal; parent notified

## **Outside Recess**

Children are to be dressed appropriately for cold weather. Outside recess will be held when the principal determines that the temperature and conditions are acceptable. Coats, gloves, and hats are required during cold weather. Snow pants and boots may be required for playing in snow (so students' clothes and shoes are not wet upon returning to class).

## **Rules for the Building**

- Remove hats upon entering the building.
- Walk to the right in the school and on sidewalks.
- Students will keep hands and feet to themselves at all times.
- In areas where talking is appropriate/allowed, talk quietly.
- Students will pick up after themselves and help keep the school free of litter.
- Use bathrooms appropriately.
- Do not chew gum anywhere in the building.
- Do not eat food/snacks in hallways or areas other than those allowed by teachers.
- Do not bring personal items of value to school (exception: activities arranged by teachers).

## **Safe Schools**

Ohio's "zero tolerance" law (O.R.C. Section 3313.534) defining and banning violence and inappropriate behavior in schools was passed in the late 1990s. By law, Ohio school boards are required to establish a safe school environment with responsibilities for achieving zero tolerance. The board of education of each city, exempted village, and local school district shall adopt a policy of zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy, and establish strategies to address such behavior that range from prevention to intervention.

Delta Elementary will make every effort possible to establish a school where every student feels safe and cared for every day.

## **School Closing and Delays**

There may be times when it will be necessary to close school after the children have arrived. Our concern is for the safety of your children. Please instruct them as to what they should do or where they should go if school is dismissed early and no one is at home. It might be wise to discuss your plans with a neighbor or relative so that they could be looking for your children in this type of situation.

When school cannot be held due to poor weather conditions, the primary source of contacting the parents will be School Messenger. Delay and closing information may also be found at

WNDH	Napoleon	103.1	FM	WTOD	Toledo	1560	AM
WLQR	Toledo	101	FM	WKKO	Toledo	99.9	FM

WMTR	Archbold	95.9	FM	WIOT	Toledo	104.7	FM
WCWA	Toledo	1230	AM	WTOL	Channel	11	TV
WONW	Defiance	1280	AM	WDHO	Channel	24	TV
WDFM	Defiance	98.1	FM	WTVG	Channel	13	TV
WSPD	Toledo	1370	AM				

### **Severe Weather Warnings (Tornado)**

In the event of a tornado warning, prearranged procedures shall be implemented.

1. Incoming phone calls will not be received.
2. School will not be dismissed while a Tornado Warning is in effect without permission from the Central Office.
3. Sky watchers will be stationed.
4. Playground activities will be canceled.
5. Radio is monitored.
6. After school activities are canceled.

### **Student Hazing-Board Of Education Policy**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

### **Textbooks and Workbooks**

Textbooks are purchased and supplied by the Board of Education. Students are expected to properly care for these books. Students will be expected to reimburse the school board for damaged or lost books.

Students will receive a book fee bill at the end of the first quarter. If there is a problem paying the book fee in full a payment schedule may be arranged with the office. Starting second semester grade cards will be held for unpaid fees. Unpaid fees will be added to the following year's fees.

### **Transportation Changes**

#### **Alternate Transportation (long term)**

Parents/ Guardians requesting transportation to a location other than the residence of the student are required to complete an ALTERNATE TRANSPORTATION REQUEST form. The Director of Transportation must approve the alternate drop-off request prior to the student changing pick-up or drop-off locations.

The qualifications for approval of an alternate address are as follows:

1. The student must be picked up from the same location every day.
2. The student must be dropped off at the same location every day.
3. The pick-up address can be different than the drop-off address.

- Complete an ALTERNATE TRANSPORTATION REQUEST form and send it to the Transportation Supervisor prior to July 15 each year. It is necessary to have this information by July 15th each year so that routes can be efficiently developed and coordinated for the new school year. Alternate stops can be added throughout the year, but will require at least one-week notice. Bus capacity will be a major deciding factor concerning approval of alternate transportation requests. The parents/guardian should not change the student's pick-up or drop-off address until the Transportation Supervisor has responded to the request in writing. To Receive & submit an Alternate Drop-Off Form
  1. Go to [www.pdys.org](http://www.pdys.org).
  2. Click on the Transportation Link
  3. Click on The Student Information Form to open the form.\_
  4. Strike the TAB key and enter the requested information. Use the TAB key to navigate to the next information area.\_
  5. Print the form. Submit the form one of the following ways prior to July 15:
    - Mail the form to:
      - Jim Wolpert, Transportation Supervisor
      - 504 Fernwood St., Delta, Ohio 43515\_
    - Take the form to your child's school office.
    - Take the form to the Board of Ed. Office at 504 Fernwood St.

#### Alternate Transportation (short term)

Routine, short term, alternate transportation will not be permitted on PDY buses. In extreme emergencies (upon approval) a child may ride to another child's bus stop. Approval will be determined on a 'case by case' basis. Again, this will be permitted in extreme emergencies (for the safety of the child). All avenues for having an adult or caregiver receive the child at his or her bus stop must be explored first. Emergency stops will be approved by Jim Wolpert, Transportation Supervisor at (419) 822-3391 ext. 5125 or 'press' 4.

#### **Updating Family Information**

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

#### **Visitors**

The parents of Delta School students are welcome to visit the school at prearranged times. There are times during the school year, however, when visits might be detrimental to the children because of particular circumstances, such as a testing program or some other special event. Check with your child's teacher to arrange a visit.

While visiting during lunch may be an option, these visits should be limited to special occasions such as a birthday. Lunch is a time when students develop proper socialization skills and are able to have open communication with their peers. This development can be affected by outside visitors during this time. While we appreciate the involvement and support that families offer, we respectfully ask that you limit your lunchtime visits.

Sign in at the office the day of visitation and pick up a visitor's badge. This provides an opportunity for us to become acquainted and also helps protect the children by making it easier to keep track of any strangers in the building.

#### **Volunteers**

Parents are encouraged to volunteer at school. If you would like to become involved with Delta Elementary feel free to contact the teacher or the office. All volunteers must be approved by the Principal and complete a background check.

#### **Weapons, Look-A-Like Weapon, Any Item Used As A Weapon**

If/When a student is found to have a weapon, a look-a-like weapon, or an item used as a weapon the teacher is to notify the principal immediately. Discipline will be handled by the principal or designee following board policy. Parents will be requested to pick up the item.

#### **Withdrawal**

Parents must notify the office if you are leaving the School District.. All books and supplies that belong to the school should be returned. Fees owed to the school must be paid before a student withdraws from the district. The student's records will be forwarded upon request to the school district that the student is enrolling, at which time the student will be withdrawn from PDY.

**Appendix A**  
**(Rev. 3/8/17)**

**FULTON COUNTY UNIFORM TRUANCY PROCEDURES**  
**Serving Fulton County Schools and Wauseon Exempted Village Schools**

The Statutes governing School Attendance are very specific and leave little option for School Authorities to Excuse children from school. Parental notes/phone calls will be accepted to excuse up to 30 hours of absence per semester. A medical statement from a doctor will be required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal.

**A. DEFINITIONS**

**1. EXCUSED ABSENCES**

- a. Medical excuse written by a doctor or school nurse;
- b. Legal excuse by any court;
- c. Limited absence by parental note, accepted by the school in accordance with local board policy. (County policy, 20 hours in a semester/60 hours in a year.)

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness, illness in the family, quarantine of the home, death of a relative, work at home due to the absence of parents/guardians, observance of religious holiday, medical or dental appointment. RC 3321.04. Parental notes for these reasons (except when medical notes are provided) and for a fair, vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

**2. UNEXCUSED ABSENCES**

- a. Truant; any absence from school without permission;
- b. Any absence by parental note not accepted by the school in accordance with local board policy;
- c. Any absence by parental note not approved by the Attendance Officer, including but not limited to, more than 30 hours in a semester or 60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

**3. HABITUAL TRUANT**

- a. RC 2151.011 (B)(18) in Sub H.B. Bill 410 now defines habitual truancy as a school aged child who is absent without legitimate excuse for:
  - i. 30 or more consecutive hours
  - ii. 42 or more hours in one school month
  - iii. 72 or more hours in a school year.

**4. SCHOOL MONTH**: consists of four school weeks

**5. SCHOOL YEAR**: begins the first day of July of the calendar year and ends the 30th day of June of the following calendar year.

**6. UNRULY CHILD: (RC 2151.022)**

- a. Any child who does not subject himself to the reasonable control of his parents, teacher, guardian, or custodian, by reason of being wayward or habitually disobedient
- b. Any child who is habitually truant from school.

**7. DELINQUENT CHILD: (RC 2152.02 (E))**

- a. Any child except a juvenile traffic offender, who violates any law of this state of the United States, or any ordinance or regulation of a political subdivision of the state that would be an offense if committed by an adult.
- b. Any child who violates any lawful order of the court made under this chapter, including a child who violates a court order regarding the child's prior adjudication as an unruly child for being a habitual truant.
- c. Any child who violates any lawful order of the court.

**8. TARDINESS**

- a. As a result of the new definition for habitual truant in RC 2151.011 (B)(18) in Sub H.B. Bill 410, any issue of tardiness shall be covered by the student's hours of attendance.

**9. ABSENCE INTERVENTION TEAM (RC 3321.191 (C)(2))**

- a. Each school district is responsible for establishing an Absence Intervention Team. Membership in the Absence Intervention Team is specified by statute. RC 3321.191 (C)(2)(c) & (d). Schools with less than 5% chronic absenteeism percentage are exempt from the requirement of establishing an Absence Intervention Team. RC 3321.19 (E)

**10. SCHOOL**

- a. A "school" is defined as a brick and mortar building, virtual online, or any other assigned educational program.



## **B. UNEXCUSED ABSENCES**

The School is expected to assign a student to an Absence Intervention Team when a student is habitually truant and make a referral to the Attendance Officer. Students, who have a substantiated history of truancy and/or have been referred to the Attendance Officer during the prior school year, should have attendance monitored closely. Referrals on students with prior attendance issues should be made to the Absence Intervention Team and the Attendance Officer in a timely manner. (A listing of these students is provided to the home school at the end of the previous or start of the new school year.)

After receiving a referral, the Attendance Officer will notify the student and his parents of the compulsory school attendance laws. A written notice to parent and child and a warning letter will be given at a home visit, or mailed to them by the Attendance Officer. Parents are advised that all further absences will require an acceptable written excuse (medical if warranted.)

Copies of correspondence initiated by the Attendance officer to the parent/guardian concerning a student will be sent to the school attended, as well as the home district school, if different, and should be filed with the student's records.

School Resource Officers (SRO) working within districts are to make timely written reports to the Attendance Officer documenting any contact with a student, his guardian or parent concerning alleged truancy, so that due process can be completed by the Attendance Officer.

The Attendance Officer initiates all truancy actions with the appropriate court, ONLY after unsuccessful completion of the Absence Intervention Plan. RC3321.12(B)

## **C. PROHIBITION RC3313.68**

**A student shall not be suspended out of school as a disciplinary action for truancy.** Students who are found to be truant or unexcused from school should be assigned to the Absence Intervention Team, prior to any involvement with the juvenile court. The Attendance Officer will determine when to refer families for Mediation, or, with prior Juvenile Court approval to Juvenile Court Diversion.

## **D. RC3313.609 GRADE PROMOTION AND RETENTION POLICY (SENATE BILL 55)**

- A. As used in this section:
  - a. "Truant" means absent without cause.
  - b. "Academically prepared means whatever educational standard the board of education of each city, exempted village, local and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.
- B. The board of education of each city, exempted village, local and joint vocational school district shall adopt a grade promotion and retention policy for students. the policy shall prohibit the promotion of a student of the next grade level if the student has been truant for more than 10% (100 hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

## **E. MEDIATION**

Shalom Ministries will be providing Mediation Services to schools on a selective basis. The program will be reserved for students with problem attendance, not previously involved with the court system.

Students under age 10, and their parents, may be referred for Mediation services when absences become excessive. Principals should contact the Attendance Officer to request that Mediation be scheduled. The Mediation will be held at the student's school, facilitated by a trained mediator. (Mediations may be limited in number per district due to staffing and funding constraints.)

## **F. DIVERSION: UNRULY/DELINQUENCY TRUANCY COMPLIANT**

The Juvenile Court is offering a Diversion Program for habitually truant students. The goal of the Diversion Program is to avoid a permanent juvenile record for students.

In addition to a formal complaint filed by the Attendance Officer, students habitually truant may be directly referred, with prior Juvenile Court approval, to the Juvenile Court Diversion Program, by the appropriate school district or school pursuant to RC3121.191(C)(2)(b). This informal referral from the school district or school may be considered party of any Absence Intervention Plan.

Those students failing the Truancy Diversion offered by the Juvenile Court may be brought officially before the Juvenile Court on the original complaint of unruly or delinquency, or a formal complaint filed by the Attendance Officer for those unsuccessful informal referrals.

1. **DIVERSION I:** First time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion I hearings. School is notified of this hearing, but is not mandated to attend. The Probation Officer will explain the complaint, and what is expected of student/parent in order to complete Diversion I (i.e. attend school daily, be on time, and obey all school regulations, and a tour of the Northwest Ohio Juvenile Detention Training and Rehabilitation Center.) **If Diversion I is successful, student does not have a juvenile record.** Should Diversion I fail (student continues to be truant/unexcused), school will notify Attendance Officer, who in turn will notify chief probation officer to schedule Diversion II, if appropriate.
2. **DIVERSION II:** Second time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion II hearings. Student is placed on unofficial probation for 60 days, is required to tour the Northwest Ohio Juvenile Detention Training and Rehabilitation Center within 30 days if not previously completed, and must attend two office visits with the probation officer. **If Diversion II is successful, student avoids a permanent Juvenile record.** Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge. Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge.
3. **MEDICAL EXCUSES:** Once a student enters any Diversion, OR has appeared before the Juvenile Court and is under Court Order to attend school, all absences must be documented by a Medical Excuse. If no medical note is provided, absence may be entered as Unexcused, and reported to the Attendance Officer and/or Probation Officer. **NOTE: Only written medical excuses (signed by a doctor) and legal proceedings (requiring student's attendance in court) are legitimate, excused absences recognized by the Juvenile Court.**
4. **GOALS:** The goals of the Diversion Program are: To quickly and efficiently deal with juveniles and swiftly administer justice; To allow youth to acknowledge responsibility for his/her actions with appropriate consequences; To provide the youth and family with needed resources; and to prevent further involvement with the juvenile justice system.

#### **G. DISPOSITION OF UNRULY CHILD (HABITUALLY TRUANT)**

A student adjudicated a school truant and/or unruly child, may be:

1. Placed on community control including probation. RC 2151.354 (A) (2)
2. Have license or learner's permit suspended. RC 2151.354 (A) (3)
3. Place the child in counseling or other appropriate programming. RC 2151.35 C (2)

#### **H. VIOLATION OF PROBATION/PENALTIES FOR STUDENTS**

A Student adjudicated a school truant and violating Official Probation, or Court Ordered school attendance, by failing to attend school, may be:

1. Incarcerated up to 90 days at the Northwest Ohio Juvenile Detention Training and Rehabilitation Center. RC 2152.19 (A) (3).
2. Placed in an out of home placement, such as a foster or group home RC 2152.19 (A) (1)
3. Placed on official probation or have current probation terms modified. RC 2152.19 (A) (4)
4. Have license or learner's permit suspended. RC 2152.19 (A) (4) (1)

**Schools must immediately report any unexcused absence of a student on probation to the Attendance Officer or Probation Officer assigned.**

#### **I. PENALTIES AGAINST PARENTS OR GUARDIANS OF HABITUALLY TRUANT STUDENTS**

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of child as set forth in the Ohio Revised Code which may include, but not limited to:

1. Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation; RC 2151.354 © (2) (a) & (b)
2. Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding \$500 with sureties to the approval of the court; RC 3321.38 (A)
3. If the parent is found in contempt of Court for the first offense, fine the parent, guardian, or other person having care of the child up to \$250 and ordering the parent, guardian or other person having care of the child to serve not more than 30 days at the Corrections Center of Northwest Ohio RC 2705.05 (A)(l).
4. If the parent is found guilty of contributing to the unruliness or delinquency of a child, fine the parent, guardian or other person having care of the child to serve not more than 180 days at the Corrections Center of Northwest Ohio. RC 2919.21 or 2919.24
5. In appropriate cases, charges of educational neglect may be brought by the Fulton County Department of Jobs and Family Services. RC 2151.03

#### **J. COURT APPEARANCES**

The school is responsible for delivering an up-to-date attendance record to the Attendance Officer on all days of court proceedings. This record should indicate dates of excused absences and unexcused absences incurred by the student to date and show days of assignment of in-school suspension. **The Juvenile Court also requires a current copy of student's grade and any disciplinary referral to include detentions/Saturday schools served or owed.** The school principal or administrator is **required** to attend official court hearings unless excused by the Juvenile Court. Attendance Officer will notify principal of date and time of hearing.

**K. UNEXCUSED ABSENCES; PREGNANT AND/OR PARENTING STUDENTS**

Pregnant and/or parenting students present special circumstances, and will be addressed individually in accordance with the Procedural Guidelines established for enforcement of compulsory education laws. Compulsory school attendance for pregnant and/or parenting students will be actively enforced, with the assistance of the Juvenile Court. (See Addendum that follows).

**-ADDENDUM-  
\*PROCEDURAL GUIDELINES  
FOR ENFORCEMENT OF COMPULSORY EDUCATION**

**MARRIED OR SINGLE STUDENTS;  
MALE or FEMALE PARENTING STUDENTS, and/or FEMALE IS PREGNANT**

NOTE: The Procedural Guidelines for Married or Single students; Pregnant/Parenting student are **in place to address situations where habitual truancy is an issue, and where student and their child may be at risk. Students who are not exhibiting problematic attendance are not “required” to participate in the \*GRADS program, but are encourage to participate on a voluntary basis.**

\*Graduation, Reality, and Dual-Role Skills (GRADS) is an in-school Family and Consumer Sciences instructional intervention program for pregnant and parenting teens, male and female. Objectives focus on graduation and retention, positive health care practices, knowledge of positive parenting practices, setting vocational and career goals, balancing work and family and delaying subsequent pregnancies. Pregnant and parenting teens enrolled in the program are more likely to remain in school during pregnancy and after childbirth; are more likely to obtain early prenatal care; are less likely to deliver low birth weight babies, are likely to increase their knowledge of positive parenting practices; and are less likely to have a subsequent pregnancy while still in school.

**Married Male/Female student:** Mandatory School Attendance. See Section B. of Uniform Truancy Procedures.

**Female student is pregnant/parenting:** Mandatory School Attendance. A Pregnant/Parenting Female student with problem attendance is required to provide the GRADS Coordinator with the following:

1. Completion of Prenatal physical form by Health Provider confirming pregnancy, and stating any condition/reason that precludes student's school attendance, OR listing restrictions on curriculum that would allow student's regular school attendance;
2. The student must have an appointment and signed all parental, postnatal appointments, counseling sessions, LEAP, WIC and well baby checkups in order to have absences excused. The appointment care will be provided to the student by the GRADS Coordinator.

**All physician's written correspondence, including medial notes and forms relating to excusing student's school attendance, must be signed by the attending medical provider (no stamped signatures).**

**DETERMINATIONS (student with problematic attendance)**

A Pregnant student whose physician does not indicate in writing, any reason that the student should be excused from regular school attendance will:

1. Attend school regularly, participate in GRADS program, provide medical excuses for any/all absences.
2. Begin/continue regular prenatal care, have appointment card signed each visit. (GRADS will provide student with appointment card..it is the student's responsibility to carry and present card for signatures).
3. Utilize available counseling on family planning/birth control.
4. Enroll in ANY offered parenting classes available. Make LEAP inquiry at Dept. of Jobs & Family Services for qualifying benefits, and take any classes offered (have appointment card signed).

**A pregnant/parenting student who fails to provide completed forms and is habitually absent from school without legitimate excuse will be considered truant.**

**A married student who is not pregnant, and not parenting, and is habitually absent from school without legitimate excuse will be considered truant.**

**NON-COMPLIANCE**

Parent(s) guardian(s) and student (who has not been excused from regular attendance by a doctor, and is failing to comply with the above requirements) will be warned in writing by the Attendance Officer that student is in violation of the Ohio Attendance laws. Student will be referred by the school to an Absence Intervention Team or scheduled for Mediation by the attendance officer. A school nurse, public health nurse and children's services caseworker may also be asked to attend a Mediation if deemed appropriate. **(NOTE: A referral to the Absence Intervention Team is required prior to a truancy complaint being filed with the court).**

**TRUANCY ACTION**

A pregnant/parenting student who is not medically excused from attending school, is habitually truant having 30 hours of consecutive unexcused absence, or 42 hours of unexcused absence in one school month, or 72 hours of unexcused absence during the school year, AND has failed to comply with the Absence Intervention Plan, may be charged with Truancy. **See Section B**

#### **A PREGNANT STUDENT WHOSE PHYSICIAN EXCUSES REGULAR SCHOOL ATTENDANCE**

1. Tutoring will be arranged by the home school or a recommendation made for online instruction; the school will request the physician to advise any measures that would allow student to return to school before delivery. Student/parent may be asked to sign a Release of Information form.
2. Student will begin/continue regular prenatal care (appt. card reviewed by GRADs Coordinator, or tutor to verify appointments.)
3. Student will cooperate with tutor, and/or actively participate in online instruction.
4. Student will schedule/attend family planning counseling following delivery. (Have appointment card signed by counselor).
5. Student will participate in offered parenting classes, and make LEAP inquiry at Dept. of Job & Family Services for qualifying benefits and classes offered. (Have appointment card signed.)

Note: The GRADS program is in place to assist pregnant and parenting teens and promote healthy newborns. It is not a mandated program, but is highly encouraged for all pregnant and parenting teens.