

ST. CLAIRSVILLE ELEMENTARY

Student/Family

Handbook

Kindergarten - 4th Grade

2009 - 2010

ACCESS TO STUDENT RECORDS

Confidentiality - Student records are confidential and are protected by the Privacy Act. Only the school staff and the child's natural parents or legal guardians have access to the records. The Privacy Act does not protect directory information on the child. Directory information may include pupil's name, address, telephone listing, date and place of birth. (Sec. 3319.321) If you do not wish the District to release this type of information you must contact the school office and complete the appropriate form.

Parent's Access - Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. The school may charge the actual cost of duplicating the records. School officials will respond to reasonable requests for explanations and interpretations of these records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Non-Custodial Parent's Access –

1. A divorce or change in custody does not change the rights of a natural parent to the child's records unless otherwise directed by the court.
2. 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.
3. Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

Child Custody - Parents have an obligation to inform the school anytime the custody of a child changes. (SB 140) The school officials will need to see and copy court orders pertaining to a child's custody.

ABSENCES

When a student is absent or is going to be late arriving at school, a parent or guardian is to call the school from 8:00 to 8:30 a.m. at 695-0884 to explain why. Requests for homework assignments are to be made at this time.

A written excuse is still required when the student returns to school. Students in all grades will present the notes to the homeroom teacher and they will be kept on file. Students not providing a note to verify an absence within three (3) school days will have the absence deemed unexcused.

All absences will be counted as either an **excused** absence or an **unexcused** absence. The school will make this determination using the following guidelines:

Absences will generally be considered as **EXCUSED** for the following reasons:

1. Personal illness or injury - a doctor's excuse will be required if illness is questioned and/or if absences due to personal illness become too numerous.
2. Illness in family or death of a relative.
3. Observance of religious holidays.
4. Extreme emergencies
5. Medical, dental, or legal appointments (requires verification on the provider's stationery upon return to school).

In order to comply with the compulsory School Attendance Law for the State of Ohio (ORC 3321.10) the following procedure will be strictly enforced . . .

1. After 8 or more days of absences the parent or guardian will receive a letter and summary of absences. This may be for informational use only.
2. After 12 or more days of absences the parent or guardian will receive a second letter and may be contacted to verify absences.
3. After 15 or more days of absences possible legal action may occur.

If a day of absence is excused, all students will be allowed to make up missed work for credit. The student will have the same number of days to complete make-up class work as the number of days he/she has missed. Work not turned in by the deadline may not be accepted.

If makeup work is requested, it will be ready for pickup, in the elementary office, after 3:00 p.m.

Sec. 3321.10 COMPULSORY SCHOOL ATTENDANCE LAW FOR THE STATE OF OHIO

Attendance officers have police powers, and may take students into custody and bring them to the school. The attendance officer may file a court complaint against the parent or require the parent to attend a parental educational program. The court may require parents who violate the compulsory education law to pay a fine or to post bond guaranteeing the child's attendance at school.

ACCIDENTS

All accidents, which occur during school hours or on school property, are to be reported to the nurse immediately. Please be sure a contact phone number is on file in the office in case of such an emergency. If this contact number changes, please call the school secretary.

ANNOUNCEMENTS

Daily announcements are made to the entire school at the beginning and end of each school day. Please encourage your child to listen carefully to these announcements for there may be information relayed of importance to him/her as a student and/or to you as a parent. Quite often notices are distributed to the children regarding school matters. Please encourage your child to promptly bring the notices home to you.

ARRIVAL OF STUDENTS

Arrival at school - **Students** walking to school or being dropped off by a parent/guardian **should not arrive before 8:25 a.m. The school is not responsible for any child arriving before this time.**

1. BUS STUDENTS ARE TO ENTER THE BUILDING IMMEDIATELY UPON ARRIVAL.
2. All students participating in the breakfast program should go directly to the multipurpose room upon arrival.
3. Walkers and/ or students transported by parents should not arrive in the building prior to 8:25 a.m. These students are all required to use the crosswalk areas at the far west front of the building, adjacent to Norris Street. Students will be assisted in crossing the street by the School Crossing Guards provided by the city police department. Therefore it is not necessary for parent to leave vehicles unattended to assist children. All students are to stay off the school lawn, trees, shrubbery, and fences adjoining the grounds.
4. Using the staff parking lot to drop off or pick up student is **PROHIBITED!** The configuration of this parking area creates a very precarious situation for the safety of our children.
5. **PARENTS, BE ALERT!!! WATCH OUT FOR OUR CHILDREN!!! Teach your children to use the crosswalks, obey the crossing guards, and follow safe practices as pedestrians.**
6. Parents are not permitted to escort student to or from classrooms at the beginning or end of the day.
7. All students leaving during the school day **MUST** be signed out in the office. **NO EXCEPTIONS.**

BICYCLE USE

Riding a bicycle to school is prohibited. The school will not be responsible for any situation involving a child's bicycle on school property.

BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. This privilege can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey and respect him/her at all times.

If a child presents clear and present danger to the other students or driver, the driver will bring the child to the bus garage or school immediately. At this point, parents will be contacted to transport their child.

If there is a bus transportation problem, please contact the bus garage immediately (695-2477). The office is not made aware of all bus incidences until the driver submits a written notice.

Bus Rules

While riding the bus all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) as determined by the bus driver. Any violation of these rules will result in disciplinary action, which may include suspension of riding privileges.

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. No eating or drinking on the bus.
4. Keep aisles clear at all times.
5. Keep hands, arms, feet and head inside bus at all times.
6. Do not open windows more than half way.
7. No destruction of school property.
8. No animals are permitted on the bus.
9. Do not leave bus without driver's permission.
10. Enter and exit only by front door.
11. Do not throw objects inside the bus or out the windows.
12. Obey driver's instructions to cross road when boarding or exiting the bus.
13. Stay seated at all times.
14. Do not move until the bus comes to a complete stop.
15. Pick-up and drop-off only at designated areas.
16. Always sit in assigned seat.

CAFETERIA

St. Clairsville Elementary offers a breakfast and lunch program. The school does not permit students to eat meals in the cafeteria purchased from outside restaurants and/or fast food establishments or to bring cans of soda.

Students will be allowed to charge their meals up to a maximum of \$6.00. After reaching the \$6.00 limit, students will not be able to charge anymore. However, no student will go un-served, a peanut butter and jelly sandwich and milk will be provided if a student is not allowed to charge due to reaching the charge limit. **No charges will be allowed after May 1st of each year** but student will still be provided with a peanut butter and jelly sandwich and milk if they would have to charge.

Breakfast will begin at 8:20 a.m. until 8:40 a.m. Students are to be in their classrooms by 8:45 a.m.

Free and reduced lunch forms are available the first day of school and during the school year at the office. Students previously on the free and reduced lunch program may continue receiving these for the first two weeks of school until a new form is received and approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch.

Breakfast – All students will be offered a breakfast free of charge. **Note: *Breakfast is served when the school is on a two-hour delay.***

Lunch prices are:

Full price:	\$ 2.25
Reduced	.40
Milk	.40

Touch Screen Debit System – This is a debit system used in the cafeteria for lunch only. It is a program that enables students to deposit money in their personal cafeteria account. Parents are asked to deposit money in their child's cafeteria accounts by sending cash or a check to school with their child. When paying by check, please make the check payable to **"St. Clairsville Elementary Cafeteria"**. Please make sure the child's name is printed on the bottom of the check.

The debit system provides:

1. Elimination of lunch money collection by the elementary teachers
2. More accurate information for reports on the number and types of meals served to speed State reimbursement
3. Ability to deposit funds to cover lunch money on a weekly or monthly basis
4. The same process for all students to receive lunch

**When students are not be permitted to charge for a lunch or milk, the office will permit students to use the telephone to call home for money or a lunch. **

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the school of any change in address or telephone number without delay. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

CANCELLATION/EARLY DISMISSALS

School Cancellation - There may be an emergency arise during the school year which may cause the cancellation of school for a day or a short period of time (snow, icy roads, furnace failure, etc.). We ask that you DO NOT CALL the school offices, officials, or other school personnel, but to listen to the local radio and television stations. Also, a message will be sent to your home via the One Call Now.

Emergency Dismissal - The St. Clairsville Schools may have to dismiss early during the school day due to snow, icy roads, or other emergency situations. Your child should be given instructions regarding procedures to be followed should an early emergency dismissal occur. Please listen to the local radio and television stations for specific information and/or any changes in the emergency dismissal procedure. Also, a message will be sent to your home via the One Call Now. (See One Call Now for further information).

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to Belmont County Children Services. The school will also cooperate with law officials.

CONFERENCES

Parent/teacher conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available. Special conference days are established throughout the year.

CUSTODY

Parents have an obligation to inform the school anytime the custody of a child changes. The school officials **will need to see the original court order** and will copy the sections pertaining to the child's custody. It is the parent(s)/guardians responsibility to send current paperwork to the school office.

DISCIPLINE

Philosophy – It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures.

The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to use, or authorize other certificated personnel to use, the following disciplinary measures to correct pupil behavior:

1. Arrange pupil conferences
2. Establish loss of privilege(s)
3. Assign detention
4. Arrange a parent conference
5. Recommend/require counseling
6. Implement emergency removal
7. Assign suspension
8. Call juvenile authorities and/or notify police
9. Cite to Juvenile Court
10. Recommend expulsion to the Superintendent
11. Insist upon restitution

Discipline Code – Anything not listed specifically but causing a disruption to the educational process may be treated as insubordination. A violation of any of the school's rules may result in disciplinary action including suspension or expulsion. A suspension will not exceed ten (10) days.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in a school operated by the Board or provided on any property owned or controlled by the Board, or misconduct by a student that occurs off property owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

1. Disruption of School – A student shall not, by the use of violence, force, threat, or noise, cause the disruption of school.
2. Damage or Destruction of Property – A student shall not cause or attempt to damage or disfigure school or private property.
3. Assault – Physical, Harassment and Threats – A student shall not hit, grab or behave in such a way as to cause physical injury to another person. This includes hazing, menacing behavior, unwanted touching, acts of violence, or placing any individual in a situation whereas the physical or mental well being of an individual is in danger.
4. Narcotics – A student shall not possess, use, transmit, conceal drugs or “look-alike” narcotics or drugs or be under the influence of any narcotic, drug, or other controlled substance. A student shall not possess drug or smoking paraphernalia. Students shall not possess, use, or transmit steroids or like substances unless prescribed by a medical doctor. Discipline will be imposed and parents and authorities will be notified.
5. Alcoholic Beverages – A student shall not possess, consume, transmit, or conceal, buy, or be under the influence of any alcoholic beverage.
6. Tobacco – A student shall not smoke, transmit, conceal, use, or possess any

- tobacco product. Smoking is defined as having a lit or unlit cigarette or other smoking equipment in hand or mouth. The product will also be confiscated.
7. Leaving School Grounds – A student shall not leave school grounds during the school day without parental and administrative approval.
 8. Cheating – A student shall not use any unauthorized information from any source to improve academic or extracurricular performance.
 9. Dress Code – A student shall be in compliance with the dress code policy, while on school grounds, in school related activities or while using school transportation (refer to dress policy.)
 10. Truancy – A student shall not be absent from school except for reasons stated in under Attendance in this handbook. Absences other than those excused are unexcused, and tests, homework, or other assignments missed may not be made up. Instead, a failing grade will be given for them.
 11. Falsifying – A student shall not falsify the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
 12. Absence From Class – A student shall not skip a class nor leave any class without the permission of the instructor.
 13. Profanity – A student shall not use profane, indecent, or obscene language, messages, or gestures.
 14. Pornographic Material – A student shall not possess or display pornographic material.
 15. Improper Conduct – A student shall not conduct himself/herself in an obscene or immoral manner.
 16. Disseminating Information – A student shall not disseminate information, verbally or written, about individuals that may be construed as inflammatory, malicious, or derogatory.
 17. Emergency Medical Authorization – Each student must turn in a copy of the Emergency Medical Authorization form required by the State of Ohio, signed by their parent/guardian, by September 16th.
 18. Boy/Girl Decorum – It is expected a student have personal pride and that they will observe acceptable standards of behavior in school. Undue familiarity or intimacy in a school situation is considered to be inappropriate and in poor taste; e.g., hugging, kissing, walking arm in arm, etc., is not acceptable.
 19. Stealing/Trespassing – A student shall not take property belonging to another. Nor shall they enter another student's locker without that student's permission nor enter a room or area of the school without authorization. Discipline will be imposed and the student will be required to pay restitution.
 20. Bus Conduct – A student's failure to observe bus rules will result in disciplinary action that could include denial of the privilege.
 21. Throwing Snowballs Or Other Objects – A student shall not throw snowballs or other objects in the vicinity of the school, as this is a dangerous practice.
 22. Student Harassment/Bullying – The Board of Education recognizes that a student has a right to learn in an environment untainted by harassment or discrimination. Prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, weight, and/or disability. For the purpose of this policy, racial/ethnic harassment is defined as physical, verbal, or any other behavior, including written, non-verbal, or pictorial expression, that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt or intimidate, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' members race, color,

religion, or natural origin. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, including offensive sexual flirtations, advances, propositions, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual and the display of sexually suggestive objects or pictures. Harassment of a student with physical impairment based on height, weight, or disability is defined as physical, verbal, or any other behavior that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' members. Discipline will be imposed.

23. Activity That Changes Or Alters Any Student Or Staff Records – A student is not permitted to alter or change any written or electronic record.
24. Detrimental Behavior – A student's behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student handbook for the building in which the student is enrolled is prohibited.
25. Extortion – A student is not permitted to be involved in the act of extortion.
26. Falsely Reporting Incidents – A student may not falsely report incidents, make accusations, or give false testimony to school personnel.
27. Fighting – A student shall not fight, incite and/or encourage others to fight.
28. Gambling – A student shall not gamble for money, valuables, or gain.
29. Immoral Act – A student shall not commit an immoral act.
30. Insubordination and/or Disobedience – A student shall not be insubordinate and/or disobedient in refusing to comply with directions of school personnel.
31. Loitering, Littering, or Causing a Disturbance – A student is not permitted to loiter, litter, or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to or from school activities, or during the school day, or during school activities.
32. Repeated Offenses or Flagrant Violations – A student shall not have repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.
33. Unauthorized Touching – A student is prohibited from unauthorized or inappropriate touching, including hitting, grabbing, pushing, etc.
34. Violation of State Student Mandates – A student shall not be in violation of state student mandates, including, but not limited to, required immunization. The student will be disciplined and referred to court depending on the offense.
35. Violations of Federal or State Statutes – A student shall not violate federal or state statutes on school premises or while involved in school activities.
36. Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline - A student who is in violation of his/hers terms of suspension, expulsion, or other form of discipline may receive additional discipline and will be referred to court depending on the offense.
37. Dangerous Weapons – A student shall not possess, handle, transmit, or conceal dangerous weapons, ordnance or instruments. This includes, but is not limited to, knives, guns, objects that resemble them, stun weapons, and explosives.
38. Arson or Attempted Arson – A student shall not commit or attempt arson. Unauthorized use of fire is prohibited.
39. False Alarms – A student shall not make false alarms, including fire and/or bomb threats.
40. Fireworks, Explosives, or Other Such Instruments – A student is not permitted to possess, use, or threaten with use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the school. (To include: inert explosives ordinance that could/would induce panic.)

41. Internet Use – A student must adhere to policies governing *Internet* usage.
42. Pocket Pagers or Other Electronic Devices – A student must follow school policy prohibiting the use or possession of pocket pagers and other electronic communications devices. Unapproved devices will be confiscated. **This includes cell phones, pagers, digital cameras, Game Boys, IPOD's, MP3 Players, etc.** If a student needs to call home, they need to do so from the school office.
43. Vandalism of Computers – Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading or creation of computer viruses, as well as tampering with hardware or software.
44. Misuse of Computers – The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. An administrator or faculty member has the right to request, for cause, that the systems administrator denies, revoke, or suspend specific user accounts. Full text of our district's Acceptable Use & Internet Safety Policy for the Computer Network is available on the web site, STCS.K12.OH.US at each building's library and at the St. Clairsville Public Library.

Emergency removal from premises - If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a school official may remove the student from curricular or extra-curricular activities or from the premises without prior notice or hearing.

In an emergency removal, a student can be kept from class until the matter of his/her misconduct is handled through reinstatement, suspension or expulsion.

Suspension/Expulsion - The student is provided due process rights according to the school board policy and laws of the land when a student must be suspended or expelled for willful or persistent violations of the school code. Revised Code of Ohio 3313.66.

1. The principal or superintendent (in the absence of the principal) may suspend a student from school (curricular, extra curricular, or school premises) for not more than ten days beyond the current school year. The first day of suspension will begin on the date of removal.
2. This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedure in which a student is removed for a period of less than 24 hours and is not subject to suspension.
3. This policy is made available to students and parents upon request.
4. Grounds for suspension shall include, but not be limited to any violation of the School Discipline Code.

DISMISSAL OF STUDENTS

Student dismissal is approximately 3:15 p.m. for students that walk; 3:25 p.m. for bus students.

Parents are not permitted to escort the child from the classroom. PARENTS, BE ALERT!!! WATCH OUT FOR OUR CHILDREN!!! Teach your children to use the crosswalks, obey the crossing guards, and follow safe practices as pedestrians.

USE OF THE FACULTY PARKING LOT IS PROHIBITED. VEHICLES MAY BE TOWED AT THE OWNER'S EXPENSE!

Before end of day - Request for student dismissal during school hours must be made in writing to the classroom teacher. Parents are responsible for meeting the child in the office. Parents must sign the

child out before leaving and must show identification to office personnel. No student will be permitted to wait outside the building.

Change in routine - If a child is to go to another person's home, he/she must bring a note explaining to his/her teacher the change in plans. Please make sure that the name; address and telephone number of the other person and the bus number are on the note. If a child is going home with a classmate, two notes must be brought to school, one from the parent giving permission to visit and one from the parent whose child is to be visited. Bus students are not permitted to have guests accompany them home on the bus without approval from the office. We are responsible for your child's safety and need to know where your child will be if an emergency should arise. If your child is to go home any other way than he/she normally goes, he/she is to bring a written note from home explaining the change. Without a note, this will not be permitted. **Should an emergency arise, students will only be released to individuals noted on the student's emergency card and that individual MUST present a picture ID.**

DRESS POLICY

Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel. Parents and school personnel share the responsibility for correcting any situation dealing with inappropriate attire. On the days students have physical education, they should wear appropriate clothing and tennis shoes.

Gang related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-shorts are NOT permitted.
3. No clothes with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
4. No hats, headbands, sweatbands or bandanas in the building.
5. No tees or pants that do not provide proper coverage and/or safety as determined by school personnel.
6. No bare feet.
7. No unsafe shoes. Example - any shoes without backs, flip flops, heels, heeled sandals, etc...)
8. Flagrant hair coloring such as sprayed red, green etc. is not permitted. Hairstyles that disrupt the academic process are not permitted.
9. No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.
10. No large (potentially injurious) hanging hoops and/or dangling earrings.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees.

DROPPING ITEMS OFF AT SCHOOL

When delivering items from home (lunch, homework, money, etc.) please leave the item with the office staff. Make sure all items are labeled with the student's name and teacher's name. **DO NOT GO TO STUDENT'S ROOM.** The office will make sure the items get to the student. Birthday party invitations/party invitations are not to be distributed at school.

FEES

It is the responsibility of the parents to pay for all fees owed to the school. If you are currently receiving funds from Aid to Dependent Children (ADC) or Ohio's Disability Assistance Program you are eligible for a waiver for any fees associated with participation in a course of study. Any unpaid charges or fees that have not been paid by the end of the year could result in report cards being held. Current class fees are as follows:

Kindergarten:	\$25.00
First Grade:	\$25.00
Second Grade:	\$28.00
Third Grade:	\$28.00
Fourth Grade:	\$28.00

FIELD TRIPS

Students will participate in various field trips throughout the school year. These activities are curriculum based and determined by the classroom teacher. A student may be denied such privileges due to extreme inappropriate behavior. If the fee for the trip is not paid due to negligence rather than financial hardship, the student will remain at school.

HIPPA LAW

Health Insurance and Accountability Act, is the protection of the student's health information. Care and confidentiality are used when dealing with all health information and records. If medical information needs to be obtained or sent out a parental signature is needed. If you need additional information please call the main office.

HUNTING

For hunting to be considered an excused absence a completed Hunting Form (available from the office), a copy of a valid hunting license and tag or a letter of permit from the landowner are needed for prior approval by the building principal and/or his or her designees. This is limited one day per year. Any student in current violation of the Attendance Policy or who has been suspended will not be permitted time off for hunting.

INDOOR RECESS

Children are sometimes sent to school with minor illnesses, and parents request that they be kept indoors during recess. We will attempt to comply with requests of this nature providing that the requests are for a short period of time. Should your child have to stay indoors beyond two days, we are asking that a note from the attending physician accompany the request. The note from you and the doctor should state specifically the reason for the request, the length of time, and any other conditions that will help us provide proper care for your child.

INTERNET

The Children's Internet Protection Act (CIPA) is a federal law that mandates Internet filtering, acceptable use policy and teacher to student monitoring among other things. CIPA compliance is a requirement for E-Rate program participation for eligible services other than Telecommunication. Internet filtering is in effect to reduce inappropriate or harmful material, electronic mail, chat rooms, unauthorized hacking, etc.

MEDICAL CONCERNS

IMMUNIZATION LAW (ORC 3313.67 – 3313.671) **Children** who do not have evidence of proper immunization will be excluded from school after 14 days.

BEE STINGS AND OTHER ALLERGIES (including food allergies)

1. Parents are responsible for informing the school nurse, office and teachers, of the child's allergies.
2. The parents are responsible for providing the school with the bee sting and/or allergy medication(s) and a doctor's statement about how the medication is to be administered.
3. In the event of a food allergy and following parent notification to school officials, a food/allergy action plan will be developed by the nurse, per Board of Education Policy.

EMERGENCY MEDICAL TREATMENT

Parents are responsible for informing the school of emergency medical treatment they desire for their child. 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.

MEDICATION

Whenever possible, medication should be administered at home.

1. Children are not allowed to carry medication (prescription or non-prescription) on their person at any time. These medications can be confused with illegal drugs.
2. Children are not allowed to self-medicate. A school staff member must dispense medication.

Prescription drugs may be administered at school only if:

- A signed order from the physician and signed parent permission form is brought to school with the prescription. No medication can be dispensed unless this is received.
- The prescribed medication is in the **original prescription container** (the pharmacist will provide a container for school if you request it) labeled with the following information:
 - Student's name
 - Date
 - Name of the drug
 - Dosage and time interval
 - Doctor's name

Non-prescription medication may be administered at school only if:

- A **school medication permission form** is completed and signed by a parent or guardian. No medication can be dispensed unless this is received.
- Medication is in the original container.

Medication authorization forms for prescription and non-prescription drugs are available in the office. Forms expire at the end of the year, or if there is a change in the prescription. A copy of the medication order form must be filed with the office. For medications related to allergies, this information must be filed with the office, as well.

MONETARY COLLECTIONS

At various times during the school year, monetary collections are made (pictures, sales, assemblies, etc.). Information regarding these matters will often be distributed to the children to take home to parents. Announcements will be made daily during these collection periods. Please encourage your child to listen carefully to these announcements and to bring home any parent notification letters received.

ONE CALL NOW

ONE CALL NOW is our school-to-family notification service. With the convenience of *ONE CALL NOW*, we can quickly contact all families in a matter of minutes with urgent and non-urgent news. We expect to use the service for school closings, delayed openings or early dismissals due to bad weather. We

will also use this service to contact you in case of a crisis situation at school, send reminders and to share important school information.

All announcements will be sent to your primary phone number on file at school. In an **emergency**, urgent message situation calls will be made to your primary number and to additional phone numbers and email addresses that you have added to your personal emergency contact list. If you choose not to add more emergency contacts, urgent messages will go to your primary phone number **only**.

If for any reason you choose not to participate and would like your primary phone number removed, please contact the school office at 695-0884. By declining, you will **not** receive *ONE CALL NOW* announcements.

PERSONAL BELONGINGS

Children should learn at an early age the value of personal belongings (including money), the responsibility of caring for these items, and respect for other children's belongings. Often during a school year, some child will experience the trauma of having their belongings lost, broken, or stolen. In order to prevent such trauma, keep all valuables at home.

Although we, at the elementary school, will assist as much as possible should your child experience difficulty with personal items, we will not be responsible for any item that is lost, broken, or stolen. Therefore, we ask that you label items, take some time to instruct your child regarding the responsibility of caring for his/her own belongings, as well as respecting the belongings of fellow students.

PETS

Pets should be kept at home. Special permission may be obtained if a pet is to be brought as part of a classroom lesson. Transporting pets on school buses is prohibited.

PHYSICAL EDUCATION EXCUSE

We will comply with requests to be excused from physical education due to illness provided that the requests are for a short period of time. Should your child need to be excused from physical education classes beyond two days, we are asking that a note from the attending physician accompany the request. The note from you and the doctor should state specifically the reason for the request, the length of time, and any other conditions that will help us provide proper care for your child.

PLAYGROUND RULES

School personnel at the beginning of the school year will review rules with students. School rules also apply on the playground.

PROMOTION/RETENTION POLICY/GRADE SCALE

Promotion – A student will be promoted to the succeeding grade level when he/she has:

1. completed the course and State-mandated requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit his/her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer serve as a

positive intervention.

Retention – Guidelines;

1. parents are informed in advance of the possibility of retention of a student at a grade level;
2. efforts will be made for remediation of student's difficulties before they are retained;
3. students may be retained if they are truant for 10% or more of the required school days and have failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
4. the **Principal** has the final responsibility for determining the promotion, placement, or retention of each student.

GRADE SCALE

From Mark	To Mark	Alph Mark
99	100	A+
95	98	A
94	94	A-
92	93	B+
87	91	B
86	86	B-
84	85	C+
76	83	C
74	75	C-
72	73	D+
69	72	D
66	68	D-
0	65	F

PUBLICITY PICTURES

If your child is in a classroom or group that is taking part in a special event and/or activity, his/her picture may be taken and used for publicity purposes in the newspaper, T.V. station(s) and/or website. If you do not wish your child's likeness to be used, please inform both the classroom teacher and the office personnel.

NEW SAFETY ENTRANCE AFTER 8:45 anyone entering the building must be buzzed into the office.

SCHOOL NURSE

Students have access to a school nurse after 11:00am. Injuries and illnesses will be directed to her immediate attention. Parents may or may not be contacted at the discretion of the school nurse.

SCHOOL PROPERTY

Students are responsible for all books and articles issued belonging to the school district. A fee will be charged for lost or damaged articles.

SMOKE-FREE ENVIRONMENT POLICY

Please be aware that our smoke-free environment policy prohibits smoking and other tobacco use on the school's property. This includes use inside the buildings, as well as in vehicles in parking lots.

TARDINESS & EARLY DISMISSALS

The tardy bell rings at **8:45 a.m.** Students arriving late to the building **must first report to the office and the parent must sign the student in.** Students arriving between 8:45 a.m. and 9:45 a.m. will be marked tardy a.m. Students leaving after 2:20 p.m. will be recorded as an early dismissal.

TELEPHONE POLICY

Teachers will not be called from the classroom to answer the telephone unless an emergency arises. Messages will be relayed in writing and placed in the teacher's mailbox. **Students should not expect to use the office phone for calling home because books, homework, etc. were left at home.** Students must obtain a pass from their teacher in order to use the telephone.

VACATIONS

All vacations will be unexcused unless the building principal has granted prior approval. Vacations do count toward the total number of days that a student can be absent; therefore we encourage students to take vacations during school vacation time.

VISITORS

All visitors to the school must report to the main office to sign in (Ohio State Law). **No one is permitted to enter any classroom unless cleared by the office and the teacher first.** This is a must in order to prevent classroom interruption. The parking lot across the street from the elementary is for volunteers and anyone coming into the building. Be aware that you will be asked to move your vehicle if it is parked in the faculty lot (same side as building). These numbered spaces are reserved for school employees only. **VEHICLES IN VIOLATION MAY BE TOWED AT OWNER'S EXPENSE!**

The modular building, in front of the school, is not the main office. It is utilized for classrooms. Visitors to this building must also report first to the main office.

Note – Addendums can be made to this handbook throughout the school year, if the need occurs.