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Dear Parents,

On behalf of the entire staff, I would like to welcome you and your child to Arlington Elementary School. As many of you are already aware, we have an outstanding school, great programs, and caring teachers at Arlington, and we are sure you will enjoy your years here.

Our school exists for the benefit of the children in the community. Our staff is dedicated to helping each child obtain the life skills that will benefit him/her now and in the future.

This handbook attempts to explain many of the policies and procedures that may affect your child. It is not an allencompassing document but does answer and explain the most important information. The handbook was set up with the intention of best meeting your child's individual needs while also considering the health, safety, and educational rights of the total school population. Your understanding of and adherence to these guidelines will help all of our students have the best educational experience possible.

The Arlington Elementary School maintains an open door policy to listen to your questions or concerns about your child's education. Inquiries about classroom instruction or academic achievement should be directed to your child's classroom teacher. If further assistance is needed, the building principal should be contacted. Inquiries not resolved by the principal should be directed to the Superintendent.

We are looking forward to working with you to give your child an excellent education and school experience. We encourage you to call us if you have a question or concern.

#### Together We Can Make a Difference

Sincerely,

Mr. Scott Marcum Arlington Elementary Principal

#### **ADMINISTRATION**

Mr. Kevin Haught, Superintendent Mr. Nate Sorg, High School Principal Mr. Scott Marcum, Elementary Principal

#### **ELEMENTARY TEACHING STAFF**

Mrs. Tayler Heldman, Kindergarten - Room 103 Mrs. Laura Welsh, Kindergarten - Room 115

Mrs. Kathleen Bishop, 1<sup>st</sup> Grade/Virtual K-3 – Room 111 Mrs. Michelle Goldsmith, 1<sup>st</sup> Grade – Room 113

Mrs. Lisa Haught, 1<sup>st</sup> Grade – Room 114 Mrs. Bonnie Begg, 2<sup>nd</sup> Grade – Room 117

Ms. Cathy Renn, 2<sup>nd</sup> Grade - Room 123 Mrs. Rachel Shoup, 3<sup>rd</sup> Grade – Room 121

Mrs. Beth Kellogg, 3rd Grade - Room 119

Ms. Julia Smith, 4th Grade - Room 215

Ms. Hannah Merriman, 4th Grade - Room 213

Mrs. Amber Ramsey, 5th Grade - Room 211

Mrs. Colleen Wilson, 5th Grade - Room 205

Mrs. Grethe Sparks, 6th Grade - Room 201

Mr. Jason Vermillion, 6th Grade - Room 203 Mrs. Lori Russell, Intervention Specialist – Room 209

Ms. Amber Shelly, Intervention Specialist - Room 109

Mrs. Tina Ruetz, Pre-school - Room 107

Mr. Aaron Cheney, Gifted Int. Spec. - HS Library Office

Mrs. Denise McCutcheon, Title One - First Floor Office

Mrs. Lisa Crates, Reading Intervention - HS Library Office

Mr. Ken Horton, Physical Education - Gym

Mrs. Jane Inniger, Elementary Art - Art Room

Mrs. Janis Griffin, Elementary Music - Music Room

Mr. David Sorensen, Music/Band - Band Room

Mrs. Veronica Crawford, Student Services/Virtual 4-6

#### SUPPORT STAFF

Mrs. Vicky GInter, Elementary Secretary

Mrs. Stacie Pore, Superintendent/EMIS Secretary

Mrs. Katie Cheney, High School Secretary Mr. Clint Dillon, Technology Coordinator

Mrs. Lisa Collert, Pre-school Aide

Mrs. LouAnn Hartman, Aide

Mrs. Pam Pepple, Aide

Mrs. April Smith, Aide

Mrs. Allison Hartman, Aide

#### HANCOCK COUNTY SUPPORT STAFF

Mrs. Tonya Tracy, Nurse

Mr. Thomas Hausknecht, Psychologist

Mrs. Haley Le Roy, Speech

Mrs. Chelsea Bodnarik, Curriculum Services Supervisor

Mrs. Donna Losiewicz, Pre-school and Speech Supervisor

Mr. Rick VanMooy, Coordinator

Mr. Mike Devore, Student Resource Officer

#### **BOARD OF EDUCATION**

Mr. Craig Durliat, President

Mr. Michael Owick, Vice President

Mr. Roy Swartz, Treasurer

Mr. Pete Mains

Mr. Kyle Powell

Mr. Dan Yates

# PART I POLICIES AND PROCEDURES CONCERNING ATTENDANCE, ABSENCE, ENROLLMENT & WITHDRAWAL

#### **SCHOOL HOURS**

- ♦ Crossing Guard on duty 7:50 8:00 A.M.
- ♦ Doors open to students 7:55 A.M.
- ♦ First bell rings 7:57 A.M.
- ♦ Tardy bell rings Class begins 8:00 A.M.
- Elementary students dismissed 3:00 P.M.
- ◆ Crossing Guard on duty 3:00 3:10 P.M.

#### TWO HOUR DELAY

9:55 AM - School doors open 9:57 AM - First bell 10:00 - Tardy bell 3:00 PM - Dismissal

#### THREE HOUR DELAY

10:55 AM - School doors open 10:57 AM - First bell 11:00 AM - Tardy bell 3:00 PM - Dismissal

#### ATTENDANCE POLICY

The laws of the State of Ohio require all young people under the age of eighteen to attend school regularly. Parents or guardians are legally responsible for the daily attendance of their children or wards. Legally a child may be absent from school for the following reasons:

- personal illness
- illness in the family
- death of a relative
- observance of religious holidays
- emergencies

In order for an absence to be excused, a written note must be delivered to the elementary principal stating the reason for the absence, dates of the absence and the parent/guardian's signature.

The principal shall use his discretion in granting excused absences for emergencies, vacations, or other family situations that cause hardships. Unexcused absences may result in truancy charges with juvenile court.

A student will be considered 'habitual truant' if they are unexcused from school for 30 consecutive hours, 42 hours in one month, or 72 hours in one school year. Students will be considered to have 'excessive absences' if they miss 38 hours in one month with or without an excuse, or 65 hours in one school year with or without an excuse. In either case, 'habitual truant' or 'excessive absences', parents will be notified of the concern and students may face consequences as determined appropriate by the district. In addition, families may be connected with community resources, and for cases of 'habitual truant', legal actions can be taken by the district.

#### **ABSENCE NOTIFICATION POLICY**

- Parents or guardians should notify the school at least one (1) day in advance of all pre-planned absences of the child such as doctor's appointments, family vacations, funerals, etc. Parents may send a note to the child's teacher or may call the elementary office with this information.
- Parents should notify the school in the morning if the child will be absent from school due to illness. Parents may use one of three methods to inform the school of the child's illness:
- a) Send a note to school with a brother or sister of the child's illness on the morning of the absence. This note should be delivered to the elementary office before 8:05 A.M.
- b) Contact the school by telephone between 7:30 9:00 A.M.
- c) Call the school anytime before 7:30 A.M. and leave a voice mail message.
- 3. If no notification is received by the elementary office by 9:00 A.M., the school will attempt to contact the parents by telephone.
- Parents are still <u>required</u> to send a note when the child returns to school explaining the cause of the absence. This written communication should go to the homeroom teacher.

#### **HOMEWORK REQUESTS**

Parents may request homework any time before 9:00 A.M. Homework requests may be picked up after 2:00 P.M.

## HOMEWORK REQUESTS FOR EXTENDED VACATIONS

See Appendix D

#### **CHILD CUSTODY**

Ohio law states that parents must inform the school any time the custody of a child changes. The principal will need to see and copy for the student's file any court orders pertaining to a child's custody.

#### **POLICY CONCERNING TARDINESS**

Any student who arrives at school after 8:00 A.M. will be counted tardy unless the teacher or elementary office has been given advance notice of the absence.

After appropriate warnings, students who are

tardy to school will be subject to disciplinary action by the elementary principal.

Absences due to doctor or dentist appointments, family emergencies, or any other similar reason will result in charged tardiness unless the advance notice was given. A student will be allowed to miss up to 1 1/2 hours of class time (not including recess or lunch time) without being counted absent or tardy. More than 1 1/2 hours missed class time for any reason will result in at least a 1/2 day's absence.

#### **MID-DAY DISMISSAL OF STUDENTS**

An elementary student will not be permitted to leave the school building at any time during the school day unless a parent or a responsible adult sent by the parent comes to the school to pick them up. Parents will be required to sign the student out in the elementary office before removing the student from the school or the classroom.

#### STUDENT WITHDRAWAL OR TRANSFER

When transferring to another school, please inform the elementary office before leaving to complete student withdrawal records. A student cannot be withdrawn from Arlington until the enrollment process has been initiated with another school. The receiving school must send a records request prior to the official withdraw from Arlington.

#### **NEW STUDENT ENROLLMENT**

State law mandates that a <u>birth certificate</u> be presented to the principal when any new student, grades K - 6 enrolls in a school for the first time. The parent is also required to supply information that will enable the school to receive records from the previously attended school and proof of residency in the Arlington Local School District.

#### IMMUNIZATION REQUIREMENTS FOR NEW STUDENTS

Due to the various immunization requirements for different age levels of students, please contact the office to check the immunization requirements for your child.

## PART II POLICIES & PROCEDURES CONCERNING TRAFFIC & TRANSPORTATION

#### **ARRIVAL & DISMISSAL TRAFFIC**

Students are not to enter the building until 7:55 A.M. The school will not be responsible for supervision of students before 7:55 A.M. or after 3:05 P.M. each day. Students who walk to school or are dropped off before 7:55 A.M. should stay outside and avoid blocking the entrance doors to the building. During inclement weather, these students will be allowed inside the building but will be expected to stay near the entryways without blocking

doorways or stairways.

Town students who live on the east side of Main Street are asked to walk to the light at the front of the school to cross the street. A crossing guard will be on duty from 7:50 - 8:00 A.M. each morning, and from 3:00 - 3:10 P.M. each afternoon to assist the children in crossing the street.

Parents who pickup and drop off should pull all the way through to the south edge of the building for A.M. drop off. This will allow more access to the drive for vehicles entering off of S.R. 68. The children can exit the car from the curb and utilize the sidewalk directly in front of the building. Stopping at the turn causes back up on S.R. 68, so it is important to pull all the way to the south corner of the building. If a parent wished to escort their child to the door, park in the parking lot area rather than along the curb in the drop off flow. If parents choose to park, they should escort their child and use the designated crosswalks in order to cross the flow of traffic in the drop off route.

#### SAFETY AND SECURITY

To improve the safety of students and staff the school district has installed a single entrance door policy, key fobs for staff entry, phones in each classroom, and security cameras throughout the building. Although the focus of the cameras is for school safety, if a violation of a school policy was captured on a camera, the student will be given the proper consequences for such action.

#### **BUS SAFETY RULES**

Arlington Local School District has an established code of conduct for students being transported on a school bus. These rules are necessary to maintain discipline and safety. The school staff and bus drivers will insure that all students understand these safety rules.

The bus drivers are responsible for maintaining discipline on the buses to comply with these rules.

#### **BUS DISCIPLINE PROCEDURE**

The following procedures will be followed by the bus drivers and school staff in maintaining discipline on the buses:

- Bus drivers will give verbal warnings to the student for minor infractions of the bus rules.
- Repetition of minor infractions or a major incident will result in the school disciplining the student appropriately.
- Upon the recommendation of the bus driver, the principal may assign after school detention or suspend transportation privileges for any student who fails to follow the bus driver's rules for conduct and safety.

 Students suspended from their bus transportation privileges are still required by state law to attend school. Absences related to transportation during bus suspension will be unexcused and considered truant.

#### PERMISSION TO RIDE ANOTHER BUS

A note from the parent is necessary if a child needs to ride a bus other than the one he normally rides. If you want your child to accompany another child home, arrangements must be made by both sets of parents involved and a note sent with the child to school. This note should then be taken to the elementary office to be signed and information recorded. The bus driver <u>must</u> have this note before the child is permitted to enter the bus. If more than one child will accompany another child, you must get approval from the principal.

#### **BICYCLES**

A student may ride a bicycle to school if the parent feels they are old enough to do so. The school provides bike racks for the students to use but the school cannot be responsible for the security of the bicycle at school.

#### **FIELD TRIPS**

A parent consent form is sent home with each student at the beginning of the school year to grant permission for your child to participate in any field trips that are arranged. Your child may not go without your consent.

The classroom teacher will send home pertinent information in advance of each separate field trip.

## PART III STUDENT HEALTH & MEDICATION

#### **MEDICATIONS AT SCHOOL**

In most cases children whose illness requires medication should be cared for at home. Under exceptional circumstances some children may be required to take medication during school hours. In these situations, Ohio law requires the parent and prescribing physician to complete a form that will allow the principal or principal's designee to administer it at school. This form, "Permission to Administer Medication", is found in Appendix A in the back of this handbook. Copies of this form will also be sent home with each child on the first day of school and again upon any request.

Children are not allowed to self-medicate or carry medicine on their person at any time. This includes over the counter drugs such as Tylenol or cough drops. All medications must be delivered to the office with the "Permission to Medicate" form properly filled out and signed.

All prescription medication <u>must</u> be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

Non-prescription or over the counter medication does not require a physician's signature and need not be brought to school in the container in which it was purchased. Only one day's dosage should be brought to school on any one day. A "Permission to Administer Medication" form and parent signature is still required for non-prescription medications.

An alternative to these procedures is for the parent or parent's designee to come to the school to administer medications at the required times.

#### **FIRST AID**

First aid treatment at school is restricted to cleaning and bandaging only. Parents will be contacted if follow-up treatment is deemed necessary.

### BEE STING ALLERGIES, FOOD ALLERGIES, AND ASTHMATIC CONDITIONS

Please take the opportunity to alert the office and your child's teacher each year if a bee sting allergy, food allergy or asthmatic condition might require emergency medication.

#### STUDENTS ILL DURING SCHOOL

The school has very limited facilities for dealing with children who become ill during the school day. If the child has a temperature or indication is given of feeling badly, the parents will be called for the final decision. The directions on the "Emergency Procedure Form" are followed in these situations.

#### **HEAD LICE PROCEDURES**

Infestation of head lice is a common problem for elementary schools, especially among the younger children. The school staff will deal with the situation in a calm, discreet and non-threatening manner. Although the situation can be extremely frustrating to deal with, parents are encouraged to be calm and objective. Head lice are not a health hazard. Children should not be unduly embarrassed, nor made to feel fear or shame.

If the parent, at home, discovers head lice on the child, please contact the school so that a thorough check of classmates can be made.

Parents will be notified by telephone or a written notice sent home with the child if head lice are discovered at school.

Parents are expected to treat their child and remove all visible nits (eggs) from the hair.

Before a child can be readmitted to class, the parents are required to have the child checked by a nurse at Hancock Public Health Department (419.424.7441) for

an appointment.

For mild cases (discovered early - very few nits), the Health Department will allow school personnel to check the student and grant permission to return to class. The student should return to school as soon as possible. If within a reasonable amount of time, the child has not been given permission to return to school, the child is considered truant and proper authorities will be notified.

## PART IV REPORTS, COMMUNICATION AND VISITATION

#### **EMERGENCY PROCEDURE FORM**

The first day of school your child will receive an "Emergency Procedure Form" to be filled out and returned to school.

Please send a <u>written update</u> to school each time a family situation changes that would affect the procedures on this form.

#### **DUPLICATE REPORTS FORM**

If you wish to receive a copy of reports sent home in addition to the original sent home with your child, please complete and return this form to the elementary office. This form must be completed each year.

#### **DELAYS AND CANCELLATIONS**

When it is necessary to close school due to bad weather or other emergencies, announcements will be made over the following radio and television stations;

WFIN - 1330 AM	T.V. 11
WKXA - 100.5 FM	T.V. 13
WQTL - 106.3 FM	T.V. 24
WIMJ – 107.7 FM	
WCKY 103.7FM	
WTTF - 1600 AM	
WBVI - 96.7 FM	

Occasionally, weather emergencies might prompt an early dismissal from school. Please take the time to go over your family's plan in case of an early dismissal from school.

#### RELEASE OF DIRECTORY INFORMATION

In 2007 the passage of House Bill 9 into law gave further definition to a parent's rights to limit the release of "Directory Information". "Directory Information" for an elementary student could be defined as name, address, telephone number and date of birth.

Schools must release directory information as requested by certain public and governmental institutions unless the parent has informed the school that any and all such information not be released without their written permission.

If you would desire to place a non-release order on

your son or daughter's directory information, please contact the elementary office.

#### **ACHIEVEMENT REPORTS/GRADE REPORTS**

We have four (4) nine-week grading periods in our school year. Interim reports (Progress Reports) are sent home with the student 4 1/2 weeks into each grading period. Notice may also be given for an improvement of your child's accomplishments. Watch your child's progress in the written work he brings home from school. Parents and students also have the option of online access to grades through Progress Book. Each parent and student is given usernames and passwords for this program. If there are any questions or problems, please contact the teacher as quickly as possible to get them solved.

A non-returnable grade card is used at the end of each nine-week period. It includes a wealth of information in regard to your child's skills in the various subjects.

Parents who are separated or divorced and would like copies of the grade reports sent to the non-custodial parent are asked to complete a duplicate report form and return it to the school. The duplicate report forms are available in the school office.

If school fees are not paid by the second nine weeks, grade cards will be withheld until fees are paid or a payment plan is established.

## ARLINGTON SCHOOL'S PROMOTION, ASSIGNMENT, RETENTION POLICY

Upon the completion of a school year, each student's progress will be evaluated on an individual basis to determine their status in regard to one of the following categories:

- Promotion The student has successfully completed the work of a particular grade level and goes on to the next grade.
- Assigned The student has not successfully completed the year's work but goes on to the next grade level in the coming year. Assignment may be made with or without conditions.
- Retention The student has not successfully completed the work in a particular grade level and will repeat the grade in the coming year.

Retention consideration applies only to regular education students. The procedure for addressing special education students who are not performing up to their potential is through a review of their Individual Education Plan (IEP).

Students meeting the requirements for promotion may be retained upon the parent's

request if the school staff believes that the reasoning presented is sound.

Parents will be required to sign an acknowledgement concerning the placement of their child.

#### Grades 1 & 2 Standards for Promotion/Retention

A student has failed a subject when a grade of U or F is recorded for 2 of the last 3 nine week grading periods. Students will not be promoted if they fail any of the following subjects: reading, math, language or written composition.

#### Grades 3 – 6 Standards for Promotion/Retention

A student has failed a subject when a grade of U or F is recorded for 2 of the 4 nine week grading periods. Students will not be promoted if they fail any two of the following subjects: reading, math, language/written composition, social studies, or science.

#### Kindergarten Standards for Promotion/Retention

The school staff will make recommendations for retention based upon the child's overall achievement and readiness skills.

Upon the parent's request, a kindergarten student may be assigned to first grade.

#### **ASSIGNMENT OF STUDENTS TO CLASSES**

Arlington Elementary School will accept requests for a specific classroom section only under the following guidelines:

The school staff will attempt to honor requests concerning the separation of siblings, cousins, or close friends, if this would be of benefit to either of the children in question.

#### STUDENTS ENTERING GRADES 1, 2, OR 3

Parents will be permitted to make a request for a specific section of a first, second, or third grade class only if an older sibling of the child in question has had a specific problem with a teacher at that grade level. A personal interview with the elementary principal will be required to make such a request.

#### STUDENTS ENTERING GRADES 4, 5, OR 6

No requests will be accepted.

All requests should be made as <u>early</u> in the spring as possible. No requests will be accepted after May 1 of each school year.

All requests that adhere to the above guidelines will be considered individually by the elementary school staff. A request may or may not be granted.

#### **HOMEWORK POLICY**

Our school acknowledges the validity of out of school assignments as an extension of the instructional program.

Homework shall refer to assignments to be prepared by the student outside of school.

The assignment of homework will be according to the following guidelines:

- 1. Homework should be planned to extend and reinforce the learning experience.
- 2. The amount, frequency, and difficulty of homework should be based on the ability and needs of the students.
- An appropriate part of the student's grade may be attributed to the student's completion of assignments.

#### **COMPUTER USE BY STUDENTS**

Arlington School students will have the opportunity to access the internet, and to use an in-house school web page. Parents are required to sign consent forms for their children's use of these opportunities.

Students may be able to retrieve materials through the Internet that you might find objectionable. Arlington Local Schools does have levels of security in place and students will be monitored to minimize inappropriate use. However, it is not possible to block all inappropriate sites from school computers.

In addition to loss of network use for inappropriate conduct, the Arlington Local School District reserves the right to apply school disciplinary action procedures or pursue civil criminal legal action as deemed necessary against those engaging in inappropriate activities.

While working on the internet, students are expected to follow the board policy concerning Computer/Software/Copyrights, which is available from the school. Use of the network is a privilege and may be revoked at any time for misuse.

Due to possible problems with "viruses", no software from outside the school may be used on school computers.

#### PARENT-TEACHER CONFERENCE

Each year at the end of the first nine-week period, we schedule a Parent-Teacher conference for each student in the elementary school. Additional conferences may be scheduled during the school year if either the parents or the teacher deem it necessary.

Parents are asked not to interrupt the instructional time of the classroom in order to talk with a teacher. Parents should check with the office to find out the teacher's conference time when they might speak with a teacher. This rule is to protect the students' instructional time and is not intended to cause inconveniences or an uninviting situation for any parent.

#### STUDENTS BRINGING VISITORS TO SCHOOL

Arlington Elementary School students may bring a visitor to school only if they have received permission in

advance from the child's teacher. To prevent these situations from becoming a distraction to the classroom, all visits will be limited to 1/2 of a day.

#### **CLASS PARTIES/BIRTHDAYS**

Students may handout birthday party invitations at school for their personal party only if they are giving an invitation to each child in their homeroom. Otherwise, invitations should be mailed or handed out outside of the school day and not on school grounds.

School busses may not be used to transport students to after school parties, sleepovers, and/or gatherings.

#### **MONTHLY NEWSLETTER AND COMMUNICATION**

The school provides continuing information to the community through a newsletter that is published each month of the school year. Our staff and administration attempt to promote a positive sense of communication through this device. Please take the time to read your newsletter and stay abreast with what is happening in our school.

Often our newsletter takes a week or more to reach the rural route homes by mail. The best option for up to date information and instant access to the monthly newsletter is to access it through our school website: www.arlingtonlocalschools.com.

If you would prefer, the elementary office will send it home with your child. Call the elementary office and let them know if you choose this option.

Other timely announcements will be sent home with each elementary child as the need arises.

#### PARENTS VISITING THE SCHOOL

Parents are invited to visit the classroom. These visits should be scheduled in advance. The reason for advance notice is that teachers give tests, or maybe the children are in gym, art, or music. Please do not bring small children; this might disrupt the class and not give you a true picture of what takes place normally.

#### PARENT-TEACHER ORGANIZATION (P.T.O)

Our school's parent and community volunteer organization is called the Parent-Teacher Organization. Announcements concerning P.T.O. programs and special events are placed in the district newsletter, sent home individually with the students and are on the school website.

The P.T.O. meets with the principal and staff members to discuss programs, procedures, activities, and open concerns.

The parents and community give strong support to the elementary school in many different volunteer efforts. Please consider becoming actively involved in P.T.O.

## PART V STUDENT CODE OF CONDUCT AND DISCIPLINE POLICIES

## ARLINGTON SCHOOL DISCIPLINE PHILOSOPHY

The staff of Arlington Elementary School believes that quality education can only succeed and proceed when an atmosphere of good order and discipline is maintained. Responsibility. cooperation, maturity, self-control, and ethical values are essential aspects of each student's growth. Good order and discipline are best thought of as being positive, not negative; of helping a student adjust rather than punishment; of turning unacceptable behavior into acceptable behavior. Α successful school conduct atmosphere depends upon good judgment and compassion on the part of the school staff, along with cooperation, understanding, and support from the students, parents, and community.

#### **CODE OF CONDUCT**

A general standard of conduct can be provided in four major categories. These standards are to be used as a guide for proper conduct by all students. Any behavior that violates these standards will result in corrective action to be taken by the school staff.

#### **SAFETY:**

Actions that can cause injury to yourself or others will not be permitted.

#### PRESERVATION OF PROPERTY:

Actions that can cause damage to the school's or an individual's personal property will not be permitted.

#### **AVOIDANCE OF DISRUPTION:**

Actions that interfere with the learning activities of oneself or others will not be permitted.

#### **RESPECT OF AUTHORITY:**

Actions that fail to follow the directions of the school staff will not be permitted.

#### **DANGEROUS WEAPONS:**

Gun-Free Schools Act of 1994, 20 USC 8001 (A) (2) Substitute House Bill 64, amending Section 3313.66 of the Ohio Revised Code --

Definition:

 Any weapon (including a starters gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device.

- 2. The term "destructive device" means any explosive, incendiary, or poison gas:
  - bomb
  - arenade
  - rocket
  - missile
  - mine
  - or similar device
- 3. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle.

<u>First Offense</u>: The superintendent shall expel student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

**Note**: Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents, or community members, may be subject to expulsion.

#### **SEARCHES**

The school reserves the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity. If possible and as appropriate, the student should be present and give consent to the search.

Searches will be made only upon reasonable cause and suspicion of a code of conduct violation by the student. Students will be advised at the beginning of the year that their lockers, desks, persons and personal belongings are subject to search. See Appendix C.

#### STUDENT HARRASSMENT

Persistent teasing or offensive communications between students shall be considered harassment. Harassment causes disruptions to a student's learning activities and may cause emotional harm. Harassment may be to intentionally hurt another student's feelings, be of a sexual nature, or be suggestive of violence or physical harm. Harassment may be done with written messages, orally, or in obscene or suggestive gestures.

Corrective actions will be taken by the school staff and administration as appropriate to control student harassment. See Appendix B regarding hazing/anti-hazing.

## GENERAL SCHOOL RULES TO SUPPLEMENT THE CODE OF CONDUCT

#### 1. TELL THE TRUTH

Lying is often a major problem. Many times when confronted with a possible disciplining situation, a child will alter the truth to attempt to protect himself or friends from blame. At times there will be minor differences in the explanation of "what happened" due to a point of view or misunderstanding of the situation. These can be tolerated. Deliberate lying to any school staff member, no matter what the student's involvement in the incident in question, will result in after school detention or more severe disciplining measures.

#### 2. DANGEROUS ITEMS

Matches, knives, laser pointers or other sharp objects are a possible danger to school property or its occupants and <u>CANNOT</u> be tolerated. Do not bring any such item to school for any reasons. Possession and/or use of these will result in school discipline.

#### 3. AFTER SCHOOL PROGRAMS

Students should also be reminded that the same rules of conduct apply while attending a school function such as a sporting event or a school program. Misbehavior will result in school discipline.

#### 4. DAMAGE TO SCHOOL PROPERTY

Students (or their parents) will be responsible for paying for any damage they cause to happen to school property regardless as to whether it was intentional or unintentional.

#### 5. EXPENSIVE PERSONAL PROPERTY

Electronic games, expensive toys or games, or large amounts of money may not be brought to school without specific permission from a teacher.

#### 6. FIGHTING

No fighting for any reason, regardless of "who started it", is allowed during school time. Keep your hands and feet to yourself. Fighting will result in disciplinary action up to and including out of school suspension.

#### 7. TECHNOLOGY USE

The school's technology is to be used for educational purposes only. Inappropriate use of the computer systems will result in disciplinary action up to and including out of school suspension.

#### 8. TOBACCO, ALCOHOL, OR DRUGS

A student shall not engage in the use or possession of any form of tobacco, alcohol, or drugs within the school building or property at any time. Use or possession of these will result in disciplinary action up to and including out of school suspension.

#### 9. OBEYING DIRECTIONS

Students must obey all reasonable directions and instructions given by any teacher, bus driver, playground supervisor, or other school personnel.

#### 10. HALLWAYS

Students should move appropriately through the halls or down the auditorium ramp. Students should walk quietly in the hallways.

#### 11. TELEPHONE USAGE

Telephone calls home for students will be made only for emergency or similar important reasons. We will <u>not</u> call home for such things as a forgotten book, homework, musical instrument, gym clothes, sack lunch, lunch money, baseball glove, etc.

#### 12. CELL PHONES & ELECTRONIC EQUIPMENT

Students are allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours.

The District assumes no liability if these devices are broken, lost, or stolen. If student electronic devices are left on and disrupt the class, appropriate consequences will be administered at the discretion of the principal.

#### 13. LUNCH ROOM PROCEDURES

#### A. Behavior Standards

- Because there are so many students eating lunch at the same time we ask that students:
  - Stay in their seats except for purchasing food, throwing away trash, or returning trays.
  - · Refrain from shouting or loud talking.
- The cafeteria monitor and/or elementary principal will set group and individual consequences for inappropriate behavior in the cafeteria. These consequences may include a "quiet table" assignment for individuals and seating assignments by as a group consequence.

#### B. Extras

- Students must eat "extras" in the cafeteria. An "extra" may not be taken back to the classroom.

#### **DISCIPLINE PROCEDURES & POLICY**

Failure to comply with the standard set forth in the student code of conduct will result in corrective action to be taken by one or more of the following methods:

- 1. Conference with the student
- 2. Loss of privileges (recess, classroom activities, etc.)
- 3. Student telephone call to a parent in the presence of a school adult
- 4. Detention after school
- 5. Saturday School
- 6. Out-of-School Suspension
- 7. Expulsion

The minimum corrective action is a conference with the student. The maximum corrective action is expulsion from school.

The corrective action taken will be contingent upon such factors as the age and maturity of the student involved, the seriousness of the offense, the factors precipitating the offense, and the student's past record of conduct. Where applicable, the due process rights of students will be provided for in any corrective action situations.

The code of conduct will apply to all students while attending any school function such as athletic events and school programs.

Discipline and order are essential to a proper learning environment. To maintain discipline and order, reasonable force and/or restraints may be exercised by teachers, administrators, and school employees.

The classroom teacher is in charge of enforcing the code of conduct and in administering the first four methods of corrective action listed above. The principal may become involved if the severity of the incident warrants it or upon the request of the teacher.

Each teacher will develop systematic and fair ways of handling their students' behavior. The teachers will continuously explain and review the rules that are necessary to insure compliance to the code of conduct.

#### **AFTER SCHOOL DETENTION PROCEDURES**

The following steps will be "followed in assigning and carrying out "after school detention":

 The teacher shall notify the parent, by telephone or by a note sent home with the child, of the reason for the detention and arrange a suitable day for the student to serve his/her detention within three (3) school days. If a note is sent, the teacher must have it returned with the parent's signature before keeping the child after school. 2) Parents are responsible for picking the child

up at school at the end of the detention period or arrange for a responsible adult to pick the child up in their stead.

- Detention shall not be longer than 60 minutes on each day.
- For more serious discipline incidents, multiple day detention periods may be assigned, up to three (3) days.
- 5) If parents are uncooperative in arranging for the prompt completion (within 3 days) of assigned detentions, the principal will arrange for Saturday School or Out of School suspension as alternative discipline tactics.

#### **DISCIPLINARY SATURDAY SCHOOL**

Saturday School will be a 4 hour supervised study period on Saturday mornings. It will be used as a disciplinary procedure to bring about constructive change in student behavior without academic penalty. Saturday School will be used for code of conduct violations as an alternative to in-school suspension. Students assigned to Saturday School have the opportunity to maintain their education program without the loss of valuable class time. Parents will be notified in advance of their son/daughter's Saturday School assignment.

## RESPONSIBILITY FOR PROPERTY DAMAGES

Students shall be held responsible for the cost of materials and labor for the replacement of any property damage that they have caused through their neglect or actions.

This policy also applies to the school textbooks and library books. Students will be charged an appropriate fee for the replacement of any books that are lost or damaged.

### PERSONAL PROPERTY BROUGHT TO SCHOOL

Students are discouraged from bringing cell phones, money, toys, dolls, games, play equipment or any other expensive items to school.

The school will <u>NOT</u> be responsible for any such item that is broken, lost, or stolen. If a student regularly carries a cell phone, cell phones should remain off and in their backpacks during the school day.

#### **BAND INSTRUMENTS**

On occasion, the band instruments of our older students are damaged or stolen from storage

areas. The storage areas cannot be locked during

the school day.

The Board of Education has insurance for the "school owned" musical instruments that some students use. Unfortunately, our school insurance <u>does not cover</u> the personal property of students or employees that may be stolen or damaged while stored in the school.

The school does make available a very reasonable insurance program that parents might purchase to cover their personal investments in their musical instruments. The music department makes this available to students and parents each fall.

#### STUDENT DRESS CODE

The Arlington School dress code has been established to promote the furtherance of the educational purpose, including the teaching of discipline, grooming and etiquette. In this regard certain dress, personal grooming, or jewelry that are not conducive to and are disruptive of the educational process shall not be permitted. Students should come to school neat, clean and dressed with decency and modesty. Their appearance should reflect respect for themselves and for their school.

- Shorts must be mid-thigh or longer.
- Tank tops are to be avoided, but during warm weather, sleeveless shirts may be worn.
- Outdoor jackets or coats are not to be worn during class instruction. A sweater or sweatshirt should be worn if the student feels the classroom is too cool.
- Chains or other items that could be used as a weapon or can be a safety hazard or distraction shall not be worn.

Students are not to wear the following:

- tops exposing bare midriff
- > clothes with holes from wear or large mesh material
- suggestive or inappropriate slogans or advertising
- hats, headbands, bandannas or sunglasses inside the building
- skin tight clothing such as cycling shorts
- "Wheelie shoes" shoes that have roller skate or other wheels in or on them allowing students to skate or roll on the floor.

Additionally, certain clothing, hairstyles, or articles, including jewelry, may be inappropriate and disallowed for specific courses or activities due to safety, health, or disruptive reasons.

#### **RECESS REGULATIONS**

Our school allows a free choice of activities for the children during recess time. Specific regulations will be posted in each room and explained in detail by the classroom teacher. These regulations will attempt to insure a safe, healthful, and cooperative environment for the students during recess.

Recess monitors will review specific rules

regarding games and equipment use with all students at the beginning of each school year. Infractions of these rules may result in disciplinary actions.

All students must take recess outdoors when the weather permits. Children will be kept indoors when it is too wet on the playground or when the temperature is below 20 degrees F°. Extreme wind chill conditions may also warrant staying inside. During fall and spring weather, students should be prepared with a coat, jacket, sweatshirt, etc. to wear at recess. The temperature and wind chill can change drastically throughout the day and students need to be prepared. During the winter, children should have adequate clothing to keep them protected on the playground. Boots must be worn if they want to play in the snow.

Students are discouraged from wearing open toed shoes to school. Numerous toe and ankle injuries do occur from lack of foot protection.

Parents may send a note to the classroom teacher requesting their child to "stay in" from recess. These requests should be limited to times of recovery from a recent illness. During the lunch hour recess, students will need to stay in the cafeteria for supervision, but this will not be considered a punishment.

#### PART VI

#### **CAFETERIA BORROWING LUNCH MONEY**

The elementary office will not loan money to students. Students who have forgotten lunch money or a packed lunch will be offered a peanut butter, jelly or peanut butter and jelly sandwich for lunch. Students must get a "sandwich ticket" to use in the cafeteria. Students who habitually forget their lunch money are encouraged to put money in the Point of Sale system.

#### **LUNCH ROOM PRICES (Subject to change)**

Grades K- 6 \$2.00 Grades 7-12 \$2.25 Salad Bar – Grades 4 – 6 - \$2.25

Our cafeteria uses the "Point of Sale" system which allows parents to deposit money to their child's account. Students use an assigned PIN number to access their money.

By using your child's PIN number and last name, parents are able to access their child's lunch money balances by using the "Lunch Balances" link on the school website.

#### CAFETERIA LUNCH

The cafeteria uses the "Offer vs Serve" method. The children are offered the Type "A" lunch which consists of five (5) items: meat or protein, fruit, vegetable, bread, and milk. They may take three, four, or five items offered to make a lunch, but they must take three items listed. The price will be the same for three, four, or five items. The reasons to allow choice are to eliminate or cut down on plate waste, thus keeping lunch prices down.

# Medication Administration Record (MAR) General Medication Form (Including Asthma Inhaler and Epinephrine Autoinjector Use)

Student Informati	on									1.00000000	SCHOOL STATE	11000
Student Name:								Da	te of Birth			
Student Address								-1				
School			Grade Teacher			School Year						
List any known dru	drug allergies/reactions					'			Height		Veight	
Prescriber Authori	zation						i i					
Name of medication	ก				Ciı	rcumsta	nce for use					
Dosage			Route					Ti	Time/Inter	val		
Date to begin medi	ication					Dat	e to end m	edic	ation			
Circumstances for i	use											
Special instructions												
Treatment in the ev	vent of	an adverse re	action	Т								
Epinephrine Autoin	ephrine Autoinjector Not a		plicable	of possessing a			essing and u	riber I have determined that this student is capabled using this autoinjector and have provided the ining in the proper use of the autoinjector.				
Asthma Inhaler	1	lot applicable		Yes, if conditions are satisfied per ORC 3317.716, the student may possuse the inhaler at school or at any activity event or program sponsored which the student's school is a participant.								
Procedures for schoo administer the medic expected relief. Possible Severe Adver	ation or	if it does not p	roduce th	е	to							
a) To the stude reported to t	nt for wi	nom it is prescr criber	ibed (that	t sho	ould b	e						
b) To a student Receives a do		m it is not pres	cribed wh	10								
Other medication in	structio	ons - Does the	e medica	tion	regu	ire refri	geration?		Υ	ES		NO
s the medication a					•		,		Y	ES		NO
Prescriber signature		Date						1.10				
Prescriber name (pr												
Reminder note for presc			ires backup	o epi	nephri	ne autoin	jector and be	st pra	actice recomi	mends backup	asthma	inhaler.
Parent/Guardian Au												
I authorize an emplo	yee of the	e school board to	administe	er the	e abov	e medicat	ion. 🗵 Iun	derst	and that add	itional parent	/prescril	oer signed
tatements will be neces prescriber or pharmacist				is ch	anged	ו וצבו ו als	o autnorize 1	ine lic	ensed nealth	icare professi	onal to t	alk with the
☑ Medication form mus				er de	signee	, and/or t	he school nui	rse. D	図 I understa	nd that the m	edicatio	n must be in
he original container an	d be prop	erly labeled with	n the stude	nt's	name,	prescribe	r's name, dat	te of p	prescription,	name of medi	cation,	dosage,
Parent/Guardian sig	nature								Date			
1 Contact phone						#	2 Contact	phoi	ne			
arent/Guardian Se												
Medication is adm												
For Asthma inhales school and any act										nma inhaler as	prescri	bed, at the
arent/Guardian sign	nature					-	Date					
1 contact phone					_		#2 Conta	ect				

#### Appendix B

#### Hazing/Anti-nazing

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lesson the prohibition contained in this policy.

Administrators, faculty members, and all other district employees will be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Written copies of this policy will be distributed to all district students and employees following its official adoption by the board. In addition, this policy will be incorporated into building, staff, and student handbooks, and will be the subject of discussion at employee staff meetings or in-service programs.

LEGAL REFS.: ORC 2307.44

#### **Appendix C**

#### Searches

All persons are hereby put on notice that lockers, desks or storage places provided for student use are, and remain at all times, the property of the district / Board of Education.

All persons are also hereby put on notice that lockers, desks or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk or storage place and contents contain evidence of a violation of criminal stature or school rule.

#### Appendix D

#### Procedures Concerning Assignments Given to Students Who Are Absent Due to a Family Vacation

Though not specifically listed as an excused absence by state law, it is the Arlington Elementary School's position that family vacations may be a valuable experience for a child and that within reason, is an acceptable situation for a child. However, it should be understood that an extended vacation can be a very difficult situation academically for some children. An extended vacation may adversely affect a child's academic progress and grades. As stated in the Elementary Parent/Student Handbook, a "family vacation" needs to be approved in advance for the student's absence to be considered excused.

The school staff will cooperate in helping the child prepare to take some assignments along with them on vacation. It should be understood that other make up assignments will still be necessary upon the child's return.

We hope that parents will attempt to use the vacation time scheduled into the school calendar. A spring break is included in the school calendar each year and the dates are provided in the newsletter well in advance for your convenience.

The following procedures will be used by the Arlington Elementary teaching staff in assisting students with work missed due to family vacation.

- In order to give the classroom teacher sufficient time to list possible work assignments for a child on vacation, the
  parent should give the teacher advance notice appropriate to the amount of time that the child would be absent.
  For instance, if a child is going to be gone for one day, the teacher should be given at least one day notice. If the
  child is to be gone for two weeks, the teacher should be given a two week notice.
- 2. The teachers will prepare a rough draft of assignments for the length of the absence equal to approximately one-half of the work that would be required during this time period. They will give a sketch of the probable plans in each subject along with the work that should be accomplished. It should be understood that upon returning, the child would have approximately one-half of the work to make up.
- Parents should not expect a teacher to supply every assignment for each day in all the detail that would be covered in the classroom.
- 4. Possible assignments for a student's vacation will not be given to the student or the parent <u>before</u> the last day of attendance before that vacation.
- 5. A teacher may or may not take a grade on assignments that are sent along on the vacation.
- 6. If assignments are asked for and supplied, it is expected that the child will complete the assignments and have them ready upon return from vacation. If these assignments are asked for by the parent and are not completed, the student may be given failing marks for these assignments.
- 7. No tests or quizzes would be sent as an assignment. These will be made up upon the child's return to school.
- 8. The student will be given an appropriate length of time to complete required work that was not sent as an assignment in advance. This make-up time would be at least equal to the number of school days that were missed for vacation. For instance, if the vacation was for five (5) days the child would have five (5) days to complete this work (including tests and quizzes).
- 9. It is not mandatory that a child take school assignments along on a vacation. Especially for shorter vacations of 1 3 days, the work can be made up upon the return to school. In these situations, the parent might check with the teacher to determine the best plan.
- 10. Parents should plan to assist their child by insuring a time and place to work on the assignments. You may also need to help discuss reading assignments or assist in understanding directions.

We do appreciate your cooperation and assistance in accomplishing the assignments that the school staff has prepared for your child.