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Dear Parents,

This handbook explains the policies and procedures that may affect your child. It is not an all-encompassing 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.

Sincerely,

Mr. Scott Marcum  
Arlington Elementary Principal

**BOARD OF EDUCATION**

Mr. Craig Durliat, President  
Mrs. Rachel Gerber, Vice President  
Mrs. Cindy Hindall  
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Mr. Mark Russell

**ADMINISTRATION**

Mr. Kevin Haught, Superintendent  
Mr. Mark Verroco, High School Principal  
Mr. Scott Marcum, Elementary Principal  
Mr. Roy Swartz, Treasurer

**ELEMENTARY TEACHING STAFF**

Mrs. Tayler Heldman, Kindergarten  
Mrs. Hope Ludwig, Kindergarten  
Mrs. Sarah Hanna, Kindergarten  
Mrs. Michelle Goldsmith, 1<sup>st</sup> Grade  
Mrs. Lisa Haught, 1<sup>st</sup> Grade  
Mrs. Tina Ruetz, 1<sup>st</sup> Grade  
Mrs. Bonnie Begg, 2<sup>nd</sup> Grade  
Ms. Cathy Renn, 2<sup>nd</sup> Grade  
Mrs. Rachel Shoup, 3<sup>rd</sup> Grade  
Mrs. Beth Kellogg, 3<sup>rd</sup> Grade  
Mrs. Melanie Russell, 3<sup>rd</sup> Grade  
Mrs. Britani DeMaet, 4<sup>th</sup> Grade  
Mrs. Veronica Crawford, 4<sup>th</sup> Grade  
Mrs. Laura Welsh, 5<sup>th</sup> Grade  
Mrs. Kathleen Bishop, 5<sup>th</sup> Grade  
Mrs. Emily Clark, 5<sup>th</sup> Grade  
Mrs. Grethe Sparks, 6<sup>th</sup> Grade  
Mr. Jason Vermillion, 6<sup>th</sup> Grade  
Mr. Jimmy Nicholson, Intervention Specialist  
Mrs. Whittany Hirschy, Intervention Specialist  
Ms. Claire Westrick, Pre-school  
Mr. Aaron Cheney, Enrichment/AD  
Mrs. Denise McCutcheon, Title One  
Mrs. Julia Brown, Title One  
Mr. Shane Cavinee Physical Education  
Mrs. Jane Inniger, Art  
Mrs. Jessica White, Art and Tech/Aide  
Mr. David Buckholdt, Elementary Band/Music  
Mr. Kevin Manley, Elementary Music/Band

**SUPPORT STAFF**

Mrs. Betsy Northrup, Elementary Administrative Assistant  
Mrs. Stacie Pore, Superintendent/EMIS Administrative Assistant  
Mrs. Katie Cheney, High School Administrative Assistant  
Mrs. Kara Kelly, Elementary School Counselor  
Mr. Clint Dillon, Technology Coordinator  
Mrs. April Feller, Assistant Treasurer  
Mrs. Erica Feller, School Nurse  
Deputy Brett Turner- SRO Officer  
Mrs. Tracy McIlroy, Cafeteria  
Mr. Tim Huston, Maintenance Supervisor  
Mr. Chad Hazelton, Transportation Supervisor  
Mrs. Stacy Brodman, Pre-school Aide  
Mrs. LouAnn Hartman, Aide  
Mrs. April Smith, Aide  
Mrs. Allison Hartman, Aide  
Mrs. Kristen Branan, Aide  
Miss Celina Crawford, Aide

**HANCOCK COUNTY SUPPORT STAFF**

Ms. Jen Abell, Psychologist  
Mrs. Haley Le Roy, Speech  
Mrs. Tammy Kissell, Curriculum Services Supervisor  
Mrs. Donna Losiewicz, Pre-school and Speech Supervisor  
Mr. Rick VanMooy, ESC director  
Ms. Lauri Cedar, ESC Gifted Supervisor

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

**SCHOOL HOURS**

- ◆ Crossing Guard on duty – 7:45 - 8:00 A.M.
- ◆ Doors open to students – 7:55 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.

**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 principal's office stating the reason for the absence, dates of the absence and the parent/guardian's signature.*

*The principal shall use their 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. One of the consequences would be to provide a medical excuse for anything over 65 hours of absences. 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**

1. Parents or guardians notify the school 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.
2. Parents notify the school in the morning if the child will be absent from school due to illness. Call the school prior to 8:30 a.m. If the call is not answered, leave a message or send an email.
3. If no notification is received by the elementary office by 8:30 A.M., the school will attempt to contact the parents by telephone.
4. The school must receive written documentation for any absence.

**HOMEWORK REQUESTS**

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

**CHILD CUSTODY**

Parents must update the school regarding any changes to 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.

**MID-DAY DISMISSAL OF STUDENTS**

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**

A student cannot be withdrawn from Arlington until the enrollment process has been initiated with another school.

**IMMUNIZATION REQUIREMENTS FOR NEW STUDENTS**

Questions regarding immunization can be directed to the school nurse. Requirements will be posted to school website.

**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 7:45 - 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**

Visitors can enter the building by buzzing in at Door 1, the front porch door. All other doors remain locked through the day. Visitors should report directly to the offices.

**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.

**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 must have this note before the child is permitted to enter the bus.

**FIELD TRIPS**

Consent forms are required to be filled out and found with the Final Forms Registration.

**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 school nurse or trained personnel to administer it at school. This form, "Medication Administration Form", can be requested from the office. Forms are available in the office or on the school website. 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 by parent with the "MAF" form properly filled out and signed.

All prescription medication must 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. Medication should be brought in original container and not expired. A "MAF" 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**

Notification will be documented through Final Forms Health History and Medical profile. Please complete Final Forms before the start of the school year.

## **STUDENTS ILL DURING SCHOOL**

The nurse will contact parents when children become ill or injured during school. \*If your student has been ill with a fever (100.4 degrees or above) or vomiting, student needs to be fever/vomiting free without medication, for **24 hours before returning to school.**

## **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. Head Lice treatment needs to be completed and student can return the next day after proper treatment.

### **Bed Bug Procedure**

As a place of the public, it is not uncommon to find an unwanted pest. Due to being a public place, this makes our building vulnerable. If a bed bug is found in the classroom, on a student, or on student's belongings, the bed bug will be collected (if possible) for confirmation. All homes of that classroom will be notified. From there, Arlington Local School will thoroughly clean the classroom/s, inspect the area/s and consult with exterminator, if an outbreak were to occur. Please contact the school if any assistance is needed.

## **PART IV**

## **REPORTS, COMMUNICATION AND VISITATION**

### **EMERGENCY PROCEDURE FORM**

Final Forms documentation should remain up to date and current.

## **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

WKXA – 100.5 FM

Various Mass Text Alerts (WFIN etc.)

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.

## **RELEASE OF DIRECTORY INFORMATION**

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**

Report cards are sent quarterly. Parents and students can monitor grades via 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.

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 repeats the grade in the coming year.

Parent and Teacher input will be considered when making determinations for retention.

### 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.

### STUDENT CLASS LISTS

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

The separation of siblings, cousins, or close friends, if this would be of benefit to either of the children in question.

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 early 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

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.
3. An appropriate part of the student's grade may be attributed to the student's completion of assignments.

### COMPUTER USE BY STUDENTS

Consent forms are required to be filled out and found with the Final Forms Registration

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.

### PARENT-TEACHER CONFERENCE

Conference opportunities will be provided during the school year.

### 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.

### 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.

### SCHOOL/OFFICE COMMUNICATION

Find updated information on the school website. [www.arlingtonlocalschools.com](http://www.arlingtonlocalschools.com). The elementary school will post information on the website as well as via Final Forms email distribution lists. The Remind App will be used only for extenuating circumstances. Please contact the office to get signed up.

### PARENTS VISITING THE SCHOOL

Parents are invited to visit the classroom. These visits should be scheduled in advance.

### 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 linked 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 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 are essential aspects of each student's growth. A successful school 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:

1. 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
- grenade
- 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.

First Offense: 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 B.

**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 A regarding hazing/anti-hazing.

**GENERAL SCHOOL RULES TO SUPPLEMENT THE CODE OF CONDUCT**

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. TOBACCO, ALCOHOL, OR DRUGS**

Use or possession of these will result in disciplinary action up to and including out of school suspension.

**6. CELL PHONES & ELECTRONICS**

Cellphones are to be off and in backpacks during school hours. The District assumes no liability if these devices are broken, lost, or stolen.

**7. LUNCH ROOM PROCEDURES**

**A. Behavior Standards**

- Because there are so many students eating lunch at 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.

**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.

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**

- 1) 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.
- 2) For more serious discipline incidents, multiple day detention periods may be assigned.
- 3) 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.

#### **PERSONAL PROPERTY BROUGHT TO SCHOOL**

The school will not 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 does not cover 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. Their appearance should reflect respect for themselves and for their school.

- Shorts must be fingertip length.
- Outdoor jackets or coats are not to be worn during class instruction. 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
- spaghetti strap tops
- suggestive or inappropriate slogans or advertising
- hats, bandannas or sunglasses inside the building

#### **RECESS REGULATIONS**

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. Behavior expectations will be reviewed throughout the year.

Students should be prepared for outdoor recess with temperatures as low as 20 degrees.

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**

*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 who habitually forget their lunch money are encouraged to put money in the Point of Sale system.*

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

Breakfast Grades K-6	\$1.25
Regular Lunch Grades K- 6	\$2.00
Salad Bar – Grades 4 – 6	\$2.00
Milk	\$.50

*Our cafeteria uses the "Point of Sale" system. 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. Parents have the ability to add funds to their child's account via the payment portal 'PaySchools'. Please go to the schools webpage for more information and a link to sign up for PaySchools.*

#### **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.

## **Appendix A**

### **Hazing/Anti-hazing**

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 lessen 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 B**

### **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 statute or school rule.