2017-2018 Elmwood Elementary Student/Parent Handbook

Elmwood Elementary Contact Information

Gary Dulle, Elementary Principal, dullg@elmwoodschools.org

Amy Hoiles, Elementary Secretary, hoila@elmwoodschools.org

Phone: 419-655-2583 Extension 1

Elmwood Local School Website

www.elmwood.k12.oh.us

Elmwood Local School Address

7650 Jerry City Rd.
Bloomdale, OH 44817

Mission Statement

The staff at Elmwood Local Schools connects students to the power and possibilities of learning.

Thank you for taking the time to read the expectations that we have for your student(s) this school year. Please have an initial conversation on what behaviors are expected from each of them. Continue to have conversations throughout the year on what is appropriate and what is not. If you have any concerns regarding behavior, either exhibited by your child or another, please contact the homeroom teacher immediately. You may also contact the principal directly.

School Hours
School hours for kindergarten through fourth grade students are:

8:56 AM	Doors open for students
9:06 AM	Classes begin
3:36 PM	Dismissal for students

Children should NOT arrive at school before 8:56 am unless severe weather conditions make it absolutely necessary. Supervision is not provided for students who arrive before 8:56 am or remain later than 3:36 pm.

Academic Reporting
Report Cards are sent home with students four (4) times per year at the end of each nine-week grading period. Report cards are intended to keep parents informed of their child's academic progress. Parents should contact the child's teacher or the school office if questions arise.

Parents who are separated or divorced and would like copies of the grade reports sent to the non-custodial parent are asked to contact the elementary office.

Acceptable Dress and Grooming
1. No student shall dress in a manner that interferes with or disrupts any lawful mission, process, or function of the school; is destructive to school property (such as cleats); or creates health or safety problems. The administration reserves the right to make a decision on acceptable clothing.
2. As a general rule, students will be clean and neatly dressed. Unkempt general appearance and clothing with holes and tears or ragged in appearance or dirty will not be allowed.
3. In the interest of student health and/or safety, students may be required at specific times to conform to stricter standards than the general rules contained herein.
4. Clothing, jewelry, buttons, badges, etc. that advertises or promotes any substances whose use or possession is not allowed by the Elmwood Conduct Code including alcohol and tobacco will not be permitted.
5. Any clothing, jewelry, buttons, badges, etc. displaying profane or obscene words, drawings or pictures relating to gangs or gang activities or having sexual insinuation will not be permitted.
6. As a matter of common courtesy, students will not wear hats or sunglasses in the building during school hours.
7. Shoes, shoe boots, or sandals must be worn at all times.
8. The upper torso may not be exposed except for the arms and neck. Tube tops, tank tops, and shirts with spaghetti straps, loosely fitting and low cut halter tops, mesh shirts (unless t-shirt is worn underneath) or shirts that expose the midriff are not permitted. Tops must be of sufficient length to be able to be tucked in. Sleeveless shirts are acceptable.
9. Skirts, shorts, and skorts may not be excessively short, tight, torn or rolled at the waist. Shorts and skorts must be fingertip length.
10. Students will not wear chains as part of their clothing.
11. Baggy pants with no belt are not acceptable to wear to school. All pants or shorts must be worn at waist level.
12. No make-up and/or hair coloring should be worn that becomes a distraction to the educational process.

Advertising Outside Activities
No announcement or posting of outside activities will be permitted without the approval of the building principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has had the opportunity to review the announcement or posting.

Arrival and Dismissal
Students may enter Elmwood Elementary beginning at 8:56 am. Parents dropping off students should do so in the Main Visitor Parking lot in front of the Elementary School entrance. Students will enter the building using the Elementary Main entrance. Several staff members will monitor students entering the building and will escort younger students to their classrooms. Parents should NOT drop their children off in the circle drive in front of the high school main entrance. This will be for bus drop off only. **For safety reasons, it is also requested that parents dropping off students allow exit from the passenger side of the car only.** Classes begin each day promptly at 9:06 am.

Dismissal for elementary students will begin at 3:36 pm. Buses will not depart until all students have loaded. To ensure the safe and efficient dismissal of elementary students, parents wishing to pick up their children are asked to meet them at the west side exit near the Kindergarten rooms. Parents should park in the Main Visitor Parking lot while visiting Elmwood Local Schools.

Attendance Policies – Elementary Specific
Elementary students should be in their classrooms by 9:06 am or they will be considered tardy.
Students arriving after 10:30 am or leaving before 2:00 pm will have their attendance marked with a half day absence.

Excessive tardies and/or early dismissals may be credited with a half days absence. Parents should notify the school office by 9:30 am if their child will be absent from school. If parents do not notify the school, the office will make a computerized call to verify the absence. This is a reminder to you to contact the office. Following any student absence, a written excuse from the parent MUST be provided**. An excess of 6 absences in a semester must be accompanied with a note from the doctor as to why the student is out. Any absences beyond 12 days per semester may be submitted to a mediation program for truancy.**

A) Excused absences shall include the following:
   1) Personal illness - Medical Doctor excuse required after six (6) total days of absence during one Semester or twelve (12) days for the entire year (see above).
   2) Severe illness in the immediate family.
   3) Medical appointments - Students will not be excused for the entire school day unless it can be shown that the appointment necessitates this.
   4) Emergency at home (validity determined by Administration)
   5) Deaths in the immediate family.
   6) Religious observances.
   7) Vacation - Students who plan to be absent from school due to vacation with parents must follow the Pre-Planned Absence policy. Arrangements for making up work that will be missed shall be made with each teacher prior to the vacation. Extended vacations should not occur the last month of school.
   8) State-level athletic contests (prior permission obtained from the principal or assistant principal)
   9) Reasons for absence from school other than the above must be approved by the principal or assistant principal.

B) Unexcused absences shall include the following:
   1) Car trouble and repairing car.
   2) Oversleeping.
   3) Missing the bus or ride to school.

4) Staying out of school an unnecessary length of time due to a doctor's or other appointment.
5) Babysitting in non-emergency situations.
6) Suspension from school.

NOTE: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the Administration according to Ohio Attendance Laws.

Pre-Planned Absence - Students planning to be absent from school due to vacation with parents or other reasons are to request permission from the Principal at least five days prior to the absence. Once permission for the absence is granted the student will be directed to complete a PRE-PLANNED ABSENCE FORM which is to be returned to the office prior to the absence.

C) Truancy

Truancy charges will be filed with the Wood County Juvenile Court in the following instances:

a) Five (5) consecutive unexcused absences.
b) Ten (10) unexcused absences in a grading period
c) Fifteen (15) unexcused absences in a school year.

The Ohio Revised Code (ORC) Section 3321.19 addresses compulsory school attendance. It states:
When any child of compulsory school age, in violation of law, is not attending school, the attendance officer shall notify the parent, guardian, or other person in charge of such child of the fact, and require such parent, guardian, or other person to cause the child to attend school forthwith; and the parent, guardian, or other person in charge of the child shall cause such child's attendance at school. Upon the failure of the parent, guardian, or other person in charge of the child to do so, the attendance officer shall make a complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction.

Birthday Treats /Invitations

Birthday treats are welcome at school if enough treats are supplied for each child in the classroom and the items can be passed out independently (i.e. cookies, cupcakes, etc.). The treat may be sent with the child in the morning. It is helpful if the parent includes napkins.

Similarly, invitations for home parties can only be sent to school if *all* students are included. This could mean all the girls in the room, all the boys in the room, or all students in the classroom.

Classroom Parties

Classrooms have traditionally held parties to celebrate seasons/holidays throughout the year. Parties are held in the Fall, Winter/Christmas, and Spring/Easter. Please let your child's teacher know if you are interested in assisting with any of these parties. Each grade level team reserves the right as to whether or not a party will be planned.

Communication

Regular parent – teacher communication is imperative to a student's academic progress. As a parent you are encouraged to contact your child's teacher when the need arises. If you wish to contact your child's teacher, please send a note, call the school, or send an email through the district's website. **Please make sure we have a current email address on file so that we can keep you informed.** Parents are asked not to interrupt classroom instructional time.

Code of Conduct

Classroom Rules

Teachers establish the classroom expectations for their students. These are reviewed with students at the beginning of each year and emphasized throughout the school year. Parents will receive a copy of the classroom rules during the first week of the school year.

General Recess and Cafeteria Rules

Cafeteria and Recess rules will be posted in each classroom and reviewed by elementary staff. Supervision will be provided by the staff member assigned to recess or cafeteria duty. The following are general guidelines for recess and in the cafeteria:

1. Students will show respect to themselves, other students, and staff members at all times.
2. Students will follow the directions of all staff members.
3. Students will respect school and personal property.

Outdoor Recess Rules

Students should wear appropriate clothing for going outside for recess everyday of the school year. The following are general guidelines for outdoor recess:

1. Students should enter the school building only with a staff member's permission.
2. All playground equipment should be used appropriately

Indoor Recess Rules

When inclement weather forces recess indoors, students will be in their classrooms/gym during recess time. The following are general guidelines for indoor recess:

1. Play quietly and cooperatively.
2. Students must ask permission from the staff member on duty to leave the classroom.
3. Play should occur in areas designated by the teacher or staff member.
4. Students should play appropriately (No running, throwing of objects, etc.)

Cafeteria Rules

1. Students are to remain seated unless directed by a staff member.
2. Students will talk in a normal tone and level of voice.
3. Students will display appropriate table manners and help keep the auditeria clean.

Discipline/Bullying

Students are entitled to basic civil liberties guaranteed to other citizens, such as freedom of expression, association, assembly and the right to petition. Furthermore, the school community is entitled to responsible action in the exercise of these civil liberties. Therefore, the purpose of the school is not only to encourage the exercise of these liberties, but also to develop a sense of responsibility and good citizenship within its students.

No institution can operate effectively without some form of control over the behavior of the people involved. This form of control is usually called "rules and regulations." At Elmwood these rules and regulations listed below are fair and appropriate. They are based on common sense and the idea that a rule which has no real purpose or meaning need not exist.

The purpose of listing these violations and their appropriate disciplinary action is obvious:
1. To inform students of what is considered unacceptable behavior at curricular and extracurricular activities.
2. To give the student some idea of "what might happen to him" if he should ever violate any of them.

At Elmwood each student is considered an individual. There are varying degrees of an individual's involvement with any violation. With this in mind disciplinary actions listed below are basically general. What will specifically happen to a violator will depend on the violator himself and the severity of the offense. Therefore, Elmwood is not limited to the specific disciplinary actions as follows. Repeat offenders can expect to see their discipline level continually escalated.

Listed below are possible disciplinary actions from less severe to more severe.
1. Warned and advised.
2. Loss of Privileges
3. Detention
4. Parent notification
5. Conference with parents
6. Referral to helping agency
7. Suspension from a specific class
8. Suspension from a specific class with no credit.
9. Supervised School Suspension Program (SSSP)
10. Saturday School
11. In-school suspension
12. Out-of-school Suspension (one to ten days)
13. Referral to Juvenile Court
14. Expulsion

Regarding the above especially items 9, 10, 11, 12, and 14 students will be afforded due process if these disciplinary actions are possible in the situation being heard and/or considered.

This conduct code applies to all Elmwood Local School property, transportation, the property of employees of Elmwood Local School, and related activities both at school and away from school.

If an offense listed in this code occurs when school is not in session or just before school is not in session (example summer or Christmas vacation), the action or penalty will begin when school resumes. Expulsions may extend into the next school year.

Students of any age who attend Elmwood must abide by this behavior code or accept the punishment. Students will be referred to the office for any behavior which could potentially involve suspension.

This policy does not define all types and aspects of student behavior. Any conduct which causes interference with any school function, activity, or purpose, or which interferes with the health, safety or well-being or the rights of other students or with the staff is prohibited and may result in disciplinary action as outlined within this policy.

Age and maturity of the student committing the offense are mitigating factors in determining appropriate discipline.

<u>Offenses</u>
1) Tardiness
2) Fighting (two (2) or more students engaged in physical combat)
    a) If it can be clearly established that a student in a fight was merely defending himself, he will receive a lesser penalty or no penalty, depending on the circumstances.
    b) Additional incidences will result in additional suspension time to recommendation for expulsion
3) Tobacco, Alcohol, and Drugs

a) Smoking, using tobacco, or having a tobacco product in one's possession in any form is prohibited anywhere in the building, on school property, on school busses, in the parking lot, during field trips, or at extracurricular activities in or out-of-school.

A student will be in violation of the tobacco policy if any of the following exists:
a) A student is seen with a tobacco product
b) A student is seen throwing any tobacco product
c) A student is seen exhaling smoke or expectorating tobacco juice or tobacco product
d) A tobacco product is seen in a student's hand or on his/her person

b) Students will not use, possess, or there be evidence of their having used or possessed narcotics, alcoholic beverages, or other dangerous drugs or any other substance purporting to be the same or use of any paraphernalia either intended or adapted for use with such substances described above on school premise or school controlled premises. Students will not report to school or school controlled premises after using alcoholic beverage, narcotics or other dangerous drugs.

4) Theft
5) Destruction and damage or malicious action toward property (destruction or damage that is not accidental).
   a) School property - includes payment for repairs/damages.
   b) Student's property - includes payment for repairs/damages.
   c) Faculty /staff property - includes payment for repairs/damages
6) Offensive language and obscene gestures, either oral or written, directed toward school employees - using profanity, making obscene comments or giving obscene gestures or other forms of disrespect toward any school employee either on or off school property.
   Profane: Showing disrespect, contempt or irreverence for sacred things.
   Obscene: Offensive to modesty or decency.
7) Offensive language and obscene gestures, either oral written, directed toward another student - using profanity, making obscene comments or gestures toward another student.
8) Disruptive behavior (refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved).
9) Public display of affection (refers to kissing, embracing, or other displays of affection not appropriate to the school setting).
10) Setting off fire alarm - suspension to expulsion plus referral to Juvenile Court
11) Forging and/or changing school or parental documents.
12) Cheating - loss of credit for work done.
13) Bus behavior - refer to the specific bus rules - Suspension from riding bus to suspension from school.
14) Insubordination (refers to disregarding or refusal to obey reasonable directions or commands given by school personnel. Repeated violations of minor rules, directions, or discipline procedures shall also constitute insubordination). These directions can come from any school personnel including but not limited to: administrators, teachers, substitute teachers, teachers aides, bus drivers and all other school personnel who are authorized to give such directions during any specified period of time when they are subject to the authority of such school personnel.
15) A student shall not possess, handle, or transmit knives, razors, razor blades, ice picks, explosives, laser pointers, guns or other objects that can reasonably be considered weapons.
16) No student shall threaten or assault or cause physical injury to students or any school personnel.
17) Collusion - No student shall assist or aid in any way another student in violating school rules, regulations, or policies.
18) Harassment – (any unwanted attention) Harassment, intimidation, or bullying behavior by any student in the Elmwood Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device,

either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

19) Hazing activities of any type or inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
20) Conduct of students representing the school. Any student whose conduct at a school sponsored function (home or away) or whose conduct outside the school day or off school property is such that it brings discredit to the school or its programs; or whose behavior is a threat to the other students or places them at risk, may be deprived of participating in or attending school functions for a period of time. Participation in extracurricular or co-curricular activities is a privilege, not a right, and participation may be denied if it is deemed appropriate.
21) Use of computers or technology in violation of the Acceptable Use Policy. Includes possible revocation of use of school technologies.
22) Failure to follow reasonable directions from school officials.

Equal Educational Opportunity

It is the policy of the Elmwood Schools to provide equal educational opportunities for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence, within the boundaries of the district, or social or economic background has a right to file a complaint. Inquiries concerning the application of this policy may be referred to the Superintendent.

Field Trips

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

Fees and Fines

Students will be charged for any damage or loss of school or library books, materials, or equipment loaned to them. School fees must be paid as soon as possible in the fall. Parents may also establish a payment plan to meet this obligation. Delinquent fees will accumulate from year to year. Final grades will not be issued to any student who owes school fees or fines. No student will graduate from the Elmwood School District if fees and/or fines are outstanding.

Fire, Tornado and Safety Drills

The procedure to follow in building or on grounds during a fire or tornado drill is posted in each classroom. Teachers will review the directions and it is important that each student become familiar with the procedures. Additional Crisis plans are covered in a handbook in each teacher's classroom.

Homework Policy

Homework is defined as "Any work related to school learning done outside the classroom, outside the regular school work hours, not under the immediate and direct supervision of the teacher and presumably at home under the jurisdiction of the home" (Langdon and Stout, p. 13).

Philosophy and Purpose
Homework is an important extension of the classroom and is a valuable instructional tool. Homework is given to benefit children through the following circumstances:

1. Reinforce previously taught material.
2. Develop self-discipline and work habits.
3. Provide opportunities for parents and children to discuss what is being taught in school.

Guidelines for Parents
1. Parents should reinforce the idea that homework is the student's personal responsibility, but they are there to help.
2. Parents are encouraged to contact the teacher at school if they have questions regarding homework assignments.

Guidelines for Teachers
1. Homework should only be assigned when the concept has been explained.
2. Homework assignments should be reasonable in length. **(**ie. No longer than 60 minutes for 4th grade)
3. Homework should be corrected, discussed, and returned to students within a reasonable length of time.
4. Teachers should use homework to help determine the degree to which students are acquiring skills and knowledge.

Kindergarten Registration
Any child who will be 5 (five) years of age on or before August 1 of each year should be registered for kindergarten for the upcoming school year. Registration information will be circulated through the "Royal Review" and will occur sometime in the spring.

Lost and Found
A lost and found box is located in the elementary entrance. Students should check this box to see if their lost item has been placed there.

Lunch
The Elmwood Schools uses a pre-pay Café Terminal system for lunch. All students are issued PIN numbers to access their individual accounts to pay for lunch. Students must place money in their accounts first thing in the mornings. Cash is not accepted in the lunch lines. Elementary students will turn money into their classroom teacher in an envelope that has the student's first and last name and PIN number on the outside of the envelope. Parents are asked to make all deposits a minimum of $5, but may be for any amount above that. It is possible to pay for the accounts online with a credit card. For more information on that feature, please contact the school cafeteria. Account balance information may also be obtained by calling the cafeteria.

All students are to remain in the cafeteria during their lunch period. Food is to be purchased and consumed in the cafeteria area, and is not to be taken out of the commons area without special teacher permission (e.g. an entire class). Failure to follow this directive may result in school discipline.

Medical Concerns
Please notify the school office and nurse if your child has a medical concern which could affect your child at school (i.e. asthma, allergies, broken bones, etc.) Students should not be sent to school with a fever or having had a fever within 24 hours.

Medications
In accordance with federal and state regulations and Elmwood Board of Education policy 5330 medications will be administered to students only in the following circumstances:
1. A Medication Request Form is completed in full and on file in the nurse's office.

2. The medication is brought to school by the parent and properly secured by district personnel.

It is recommended that a two (2) to four (4) week supply of medication be provided. Medication MAY NOT be sent to school with a child or in a child's personal belongings. In addition, over the counter (OTC) medications such as aspirin, cough drops, cough syrup, etc. should not be sent with children. However, parents are permitted to administer a prescribed or over the counter drug to their student in the office.

A log for each prescribed medication shall be maintained noting the personnel giving the medication, the date, and time of day. This log is maintained along with the physician's written request and the parent's written release.

School Closings or Delays

School closings or delays due to severe weather will be announced on the following radio and televisions stations: WFOB-1430 AM, WHMQ-107.7 FM, WKXA-100.5 FM, WNWO-TV24, WTOL-TV11, and WTVG-TV13.

A phone call will be made to the primary phone number on file to notify you of a delay or cancellation.

Search and Seizure

Search of student lockers and other storage areas provided for students and/or actual search of the person will be conducted only by school officials when there are reasonable grounds. These would include preventing eminent danger to the health and/or safety of the student, other students, or staff. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, drugs, volatile chemicals, alcohol or property believed to be stolen. Lockers/desks are board of education property, and school personnel can search them at any time with reasonable suspicion.

Student Well Being

All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Students should report all accidents or potentially dangerous situations to a staff member immediately.

State law requires that all students have a completed emergency medical card with up-to-date information, signed by the parent or guardian, and filed in the school office. Parents are responsible for informing the school in writing of any changes that may occur concerning emergency information, change of address, or custody arrangements. A student may be excluded from school until this requirement has been fulfilled.

Teacher Requests

All Elmwood Elementary teachers are Highly Qualified in the position that they hold. As professionals, your child's teacher will come to know each student and where they will be most successful in the upcoming school year. As a parent it is your right and obligation to discuss your child's placement with their current teacher. Special requests for specific teachers are not encouraged.

Testing

With the advent of *No Child Left Behind*, standardized testing at the elementary level has increased in recent years. Whatever the grade level of your youngster, he or she will take some form of state assessment during the school year. In addition to providing parents and teachers information on your child's educational performance, these tests are also used to gain insight as to how the Elmwood Local School District compares with school districts around the state. These test results are also used to evaluate our district curriculum. Parents will be notified of their child's performance on these tests as results become available. If you have any questions regarding testing practices, please contact your child's teacher or the school office.

Student Valuables
Students should not bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Transportation Changes
You will need to send to the office a written note should there be a need to change the transportation arrangements of your child for that day (example – ride a different bus, someone will be picking them up, staying after school). Changes in a student's transportation during the school day should be for emergencies only. All changes in transportation must be in writing.

Visitors
Visitors, particularly parents, are welcome at the school. All visitors, including parent volunteers, upon entering the building must report to the office, sign in, and obtain a Visitors Pass/Badge before entering the elementary classroom wing. If a person wishes to confer with a staff member, please call for an appointment prior to coming to school.

Students may not bring visitors to the school without first obtaining written permission from the office.

Volunteers
Volunteers are welcomed and encouraged in our school. Volunteers are needed in several capacities. Please contact the school office or your child's teacher for more information.

Withdraw or Transfer
Please contact the school office when attempting to withdraw or transfer your student from school. Your child's new district will formally request educational records from Elmwood upon enrollment of your child. Attendance policies will still be enforced until your child is enrolled in another district and officially withdrawn from school.

5/16