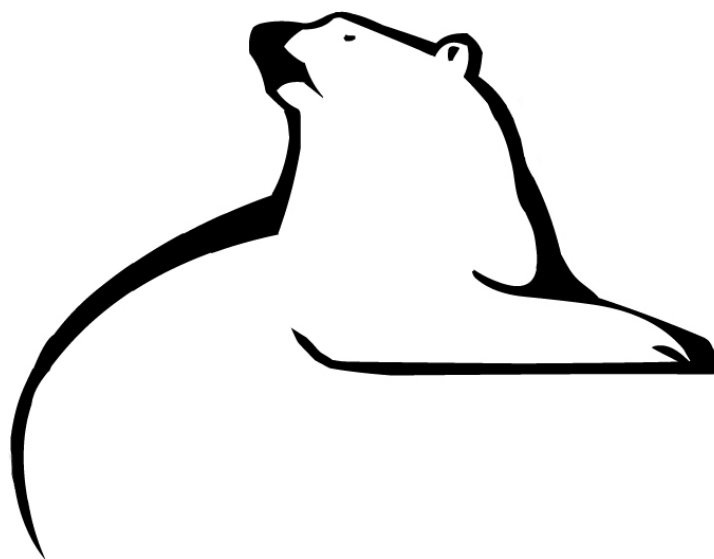


# Margaretta Elementary

2009 - 2010



## Student Handbook

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September 2009

Dear Margareta Elementary Parents:

The Margareta Elementary staff wish to extend a warm welcome to you as we begin a new school year. It is our goal to provide the best educational program possible for your child. Education does not mean merely acquiring knowledge. Education in a larger sense includes learning to cooperate with others, to develop character, to respect the rights and opinions of others, to respect law and order, and to use acquired knowledge intelligently. We need your help and support to achieve these goals and objectives. We invite you to get involved in your child's school. We have numerous activities and special class projects. Become acquainted with your child's teacher and the program at his/her grade level. The Margareta School System provides many special services and programs to meet the needs of each child. Plan on making Margareta Elementary School an active part of your life. Our progress is affected by your interest and support.

In order to have organization in any group, certain policies and procedures must be followed. This book has been written to help you better understand and follow these policies and procedures. Please read through this handbook carefully. We suggest that you keep it in a handy place for future reference as questions arise throughout the year. Included in your information materials is the Parent/Student Handbook introductory letter. **Please sign and return this letter to your child's teacher.** This notifies us that you have received and reviewed your copy of our handbook. If you have any questions concerning anything in it please give us a call. We would be happy to discuss it with you. Margareta Elementary's telephone number is 419-684-5357.

We practice an open door policy here and welcome your calls and visits. **For the safety and protection of our children the law requires everyone to stop in the office and register before going to the classrooms or other areas of our facility.**

We at the Margareta Elementary Schools are looking forward to the opportunity of working with you and your child. Together we can provide an excellent educational program for your child.

Sincerely,  
Margareta Elementary Staff

## **Mission Statement**

**The mission of the Margareta Local School District is to provide an appropriate educational program in a safe learning environment that will effectively meet the needs of its students and encourage productive community partnerships.**

## **NON-DISCRIMINATION**

Margaretta Local Schools affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent the designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates Edward Kurt as: Title IX Coordinator and Section 504 Coordinator. Complaints should be referred to Ed Kurt at 305 S. Washington Street, Castalia, Ohio 44824 for Title VI (race, color, and national origin), Title IX (sex), and Section 504 (handicap concerns).

Dissemination Procedure:

All Staff	Handbooks at the beginning of each school year and staff newsletter
Students	Student registration guides, memo to parents via students
General Public	Community newsletter

### **DISCRIMINATION GRIEVANCE PROCEDURE**

For Resolution of Complaints Alleging Discrimination on the basis of Race, Sex, Handicap, Religion, National Origin, or Other Human Difference.

An employee, student, or parent on behalf of the student, who has a complaint and is unable to solve the issue, is to submit the complaint in writing to the compliance officer (Title VI, Title IX, Section 504 Coordinator).

The compliance officer's responsibility is to :

1. investigate (writing one week) the circumstances of the complaint.
2. render a decision within two weeks after receipt of the complaint and notify the complainant of that decision in writing, and
3. provide the complainant one week to react to the decision before it becomes final.

The complainant's responsibilities are to:

1. accept the decision in writing, addressed to the compliance officer, within one week of receiving the written decision, or
2. disagree with the decision in writing, addressed to the compliance officer, within one week of receiving the written decision. In this case, the level two procedure will be initiated.

#### Level Two

The compliance officer requests the Treasurer to review the complaint. A meeting will be scheduled within one week of the receipt of request for review. The participants shall be the complainant, the compliance officer, and the Treasurer. The Treasurer will make a decision within one week, which shall be final. The complainant and the compliance officer will receive copies of the decision.

A complaint may be withdrawn in writing, addressed to the compliance officer by the complainant at any time.

**MARGARETTA ELEMENTARY SCHOOL**  
**2009-2010 Staff and Room Assignments**

Mrs. Lynn Hurd, Principal  
 Mrs. Bonnie Preston, Secretary

Mrs. Fran Warner, Assistant Principal  
 Miss Pam Solze, Office Paraprofessional

<u>Teaching Staff</u>	<u>Grade</u>	<u>Room</u>
Mrs. Danielle King	Preschool	Pre-School Room
Mrs. Sarah Lochotzki	Kindergarten	Room 9
Mrs. Sally Smith	Kindergarten	Room 10
Miss Cindy Norman	Kindergarten	Room 12
Mrs. Irene Wobser	1 <sup>st</sup> Grade/Language Arts/Science	Room 1
Mrs. Beth Steager-Burkett	1 <sup>st</sup> Grade/Math/Soc St	Room 2
Mrs. Rachel Kishman	1 <sup>st</sup> Grade/Language Arts/Science	Room 3
Mrs. Ann Ball	1 <sup>st</sup> Grade/Math/Soc St	Room 4
Mr. David Ryan	2 <sup>nd</sup> Grade/Language Arts/Math/Soc St	Room 6
Mrs. Nancy Johnson	2 <sup>nd</sup> Grade/Language Arts/Science/Soc St	Room 8
Mrs. Kathleen Danevich	2 <sup>nd</sup> Grade/Language Arts/Math	Room 7
Mrs. Wendy Kimberlin	3 <sup>rd</sup> Grade/Language Arts/Soc St	Room 13
Mrs. Susan Deerhake	3 <sup>rd</sup> Grade/Science	Room 14
Mrs. Beverly Mix	3 <sup>rd</sup> Grade/Language Arts/Soc St	Room 15
Mrs. Christine Hamilton	3 <sup>rd</sup> Grade/Math	Room 16
Mrs. Liz Jacoby	4 <sup>th</sup> Grade/Soc St/Science	Room M1
Mrs. Kelly Bohn	4 <sup>th</sup> Grade/Math/Science	Room M2
Mrs. Tonya Foos	4 <sup>th</sup> Grade/Language Arts/Science	Room M3
Mrs. Jennifer Blevins	4 <sup>th</sup> Grade/Language Arts/Science	Room M4
Mrs. Kathy Day	5 <sup>th</sup> Grade/Science	Room 22
Mrs. Janis Cheek	5 <sup>th</sup> Grade/Language Arts	Room 28
Mrs. Sarah Riedy	5 <sup>th</sup> Grade/Social Studies	Room 26
Mrs. Jennifer Coffman	5 <sup>th</sup> Grade/Math	Room 24
Mrs. Jennifer Bordner	6 <sup>th</sup> Grade/Language Arts/Soc St	Room 17
Mrs. Katie Berg	6 <sup>th</sup> Grade/Math	Room 18
Mrs. Christine Smith	6 <sup>th</sup> Grade/Science	Room 20
Ms. Amy Didion	6 <sup>th</sup> Grade/Language Arts/Soc St	Room 21

## MARGARETTA ELEMENTARY SCHOOL STAFF 2009-2010

<u>Teaching Staff</u>	<u>Title</u>	<u>Room</u>
Mrs. Erica Grahl	Intervention Specialist	Room M5
Mrs. Cheryl Troxel	Intervention Specialist	Room M5
Miss Mary Anne Solem	Intervention Specialist	Room M6
Miss Ashley Lippert	Intervention Specialist	Room 19
Mrs. Cynthia Hager	Intervention Specialist	Room 19
Mrs. Julia Ruck	Intervention Specialist	Room M6
Mrs. Melissa Kuns	Intervention Specialist	Room 19
Mrs. Tranette Novak	Speech Pathologist	Speech Room
Mrs. Teal Balduff	Title One Intervention	Title 1 Room
Mrs. Shannon Bramel	Title One Intervention	Room 5
Mrs. Janet Skaggs	Art	Room 23
Mrs. Jeanine Adams	Music	Room 25
Mr. John Zang	Physical Education	Gym
Mrs. Jackie Yambert	Librarian	Library
Miss Amy Snyder	Technology	Computer Labs

### Support Staff

Mrs. Fran Warner	Curriculum Director K-12	Mrs. Marian Klepper	Cashier
Mrs. Heather Wiley	Elementary Counselor	Mrs. Marilou Neill	Cafeteria
Mrs. Kathleen Hall	Psychologist	Mrs. Becky Lorenz	Cafeteria
Mrs. Sue Coffman	RN	Mrs. Susie Haynes	Cafeteria
Mrs. Teri Day	RN	Mrs. Kathy Maloney	Cafeteria
Mr. Mark Freeh	Technology Director	Mrs. Sharon Scott	Cafeteria
Mrs. Donna McGory	Paraprofessional	Mrs. Sherry Volz	Cafeteria
Mrs. Gloria Pooch	Paraprofessional	Mr. Mike Rice	Custodian
Mrs. Brenda Rotsinger	Paraprofessional	Mrs. Dorothy Smith	Custodian
Mrs. Alice Kuns	Paraprofessional	Mr. Richard Moyer	Custodian
Mrs. Sandy Martin	Paraprofessional	Mr. Jerry Leibacher	Custodian
Mrs. Connie Kromer	Paraprofessional		

# Margaretta Local Schools

## 2009-2010

**Graduation:** Saturday, June 5, 2010 10:00 A.M.

**180 Student Days** + 2 Staff Days + 2 Inservice Days = 184 Teacher Days

**Parent/Teacher Conferences**

11/20 and 11/25 Elementary Students (K-6) will not have classes

11/25 High School (7-12) will not have classes

**Make-up Days** If Necessary Are: 6/4, 6/7, 6/8, 6/9, 6/10, 6/11, 6/4

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	<b>NT</b>	<b>I</b>	29
30	<b>S</b>					

8/27 – New Teacher Day (NT)

8/28 – Inservice Day (I)

8/31 – Staff Day (S)

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	<b>V</b>	<b>V</b>	<b>V</b>	26
27	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>		

12/23 – 1/1 – Winter Break (V)

April 2010						
S	M	T	W	T	F	S
				<b>V</b>	<b>V</b>	3
4	<b>V</b>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/1-4/5 – Spring Break (V)

September 2009						
S	M	T	W	T	F	S
		<b>FD</b>	2	3	4	5
6	<b>H</b>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/1 - First Day of Classes (FD)

9/7 - Labor Day (H)

January 2010						
S	M	T	W	T	F	S
					<b>V</b>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>H</b>	19	20	<b>GP</b>	22	23
24	25	26	27	28	29	30
31						

1/18 – Martin Luther King Day (H)

1/21 – 2<sup>nd</sup> 9 wks/Sem Grading Period (GP)

45 days

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	<b>V</b>					

5/31 – Memorial Day (H)

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<b>I</b>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/12 – Inservice Day (I)

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	<b>LS</b>	6
7	8	9	10	11	12	13
14	<b>H</b>	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/5 – 2 Hour Late Start (LS)

2/15 - Presidents Day (H)

June 2010						
S	M	T	W	T	F	S
		1	2	<b>LD</b>	<b>S</b>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/3– 4<sup>th</sup> 9 wks. /Sem Grading Period & Last Day (LD) (45 days)

6/4– Staff Day (S)

November 2009						
S	M	T	W	T	F	S
1	2	3	<b>GP</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	<b>PT</b>	21
22	23	24	<b>PT</b>	<b>H</b>	<b>V</b>	28
29	30					

11/4 - 1<sup>st</sup> 9 wks. Grading Period (GP) 45 Days

11/20 & 11/25 – Parent/Teacher Conf. (K-6)

11/25 - HS (7-12) Parent/Teacher Conference

11/26-27 – Thanksgiving Break (H & V)

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	<b>GP</b>	27
28	29	30	31			

3/26 – 3<sup>rd</sup> 9 wks. Grading Period (GP) 45 days

July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SECTION 1: GENERAL INFORMATION

### **STUDENT ADMISSION , PLACEMENT, AND/OR INFORMATION UPDATE**

**Admission:** New students are expected to enroll in the attendance district in which the natural or custodial parent(s) live. Upon entering the Margareta School District parents/guardians are asked to report to the building office and complete the appropriate registration forms. All appropriate registration forms are available on the Margareta Local Schools website: [www.margaretta.k12.oh.us](http://www.margaretta.k12.oh.us). Please access this site and download necessary forms. Please Review what is needed on “DOCUMENTS REQUIRED FOR NEW STUDENT REGISTRATION” form. The following documentation and information are required upon registration: **birth certificate, proof of custody or custody in process or Grandparent Power of Attorney** (if applicable), **sworn statement of residency, immunization record, Social Security card of student, photo identification of parent/guardian and copy of Individualized Education Plan (IEP) if applicable.** A Parent/Student Handbook will be provided upon registration. Admission will be granted upon completion of required documentation and registration forms.

**Placement:** Students that transfer to the school will be placed in classes according to pertinent information supplied by parents/guardians at the time of registration and informal placement tests until their cumulative records arrive from their previous school.

**Annual Student Information Update:** If you are a continuing Margareta student; the annual student information update forms are on line at [www.margaretta.k12.oh.us](http://www.margaretta.k12.oh.us) . They can be download, completed and returned to the Margareta Elementary Office at the beginning of the new school year.

### **TRANSFER OUT OF DISTRICT/WITHDRAWAL**

Prior to withdrawing from the district school system the parent/guardian must contact the building office. Appropriate withdrawal forms need to be completed. All fines and fees must be paid. All textbooks, library books, and other school materials have to be returned. In compliance with the Missing Child’s Act after receiving the proper request for transfer of records, records will be sent to the new school district within fourteen days.

### **CHANGE OF CUSTODY, DIRECTORY INFO., SEPARATION, OR DIVORCE**

In order to protect your child and uphold the legal rights of parents the school **MUST be informed of any changes** in family status (such as separation, divorce, remarriage, etc.).

**Change of Address or Telephone Number:** If your **address or telephone number changes** during the school year **please** report the change to the school office. This is vital in case of an emergency.

**Change of Custody:** Whenever parental custody or guardianship is changed the school must receive a copy of the change of custody papers.

**Separation:** The school must receive a copy of any temporary custody papers in the event of a legal separation.

**Divorce:** The school must receive a copy of the custody papers. The court determined custodial parent shall inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Please adhere to the following guidelines when dropping off and picking up your child from school.

### **Arrival Procedures for car riders**

- **Arrival Time is 7:30 – 7:59 – we do not have staff on duty before 7:30.** If you arrive early, you are welcome to wait with your child in your car.
- Parents may drop off their child(ren) once they are beyond the “Student Drop Off” sign and within the marked drop off zone. Letting a student exit a vehicle before this point is neither safe nor permitted.
- Students will wait in the gym until time for breakfast and/or the busses arrive.
- Parents who are dropping off must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- Please adhere to a five mile per hour speed limit while driving on school grounds.

### **Dismissal Procedures for car riders**

- Parents will display a sign on the passenger side that lists the name of any student they will be pickling up. We will provide one copy of this sign per child. However, you will be responsible for making additional signs if needed.
- There will be a “caller” standing in the pick-up zone that will read off the name(s) from the sign into a 2-way radio as the parent passes by.
- Parents who are picking up must remain in their vehicles at all times.
- Cars must stay in line, parallel to the curb. No vehicle should pull around or pass another vehicle in line.
- All children will be loaded on the passenger side of the car only! Due to the quick stops and starts we cannot load children on the driver’s side of the car.
- Drivers should pull up directly behind the car in front of them to maximize the use of available space.
- Please adhere to a five mile per hour speed limit while driving on school grounds.
- **All car riders need to be picked up by 3:15 pm.**

Arrival and dismissal times at Margareta Elementary are busy times. We are asking for your help to ensure that all our students arrive safely at school in the morning and at home in the afternoon. Parents are asked to avoid calling the school between 2:45 and 3:00pm as the office staff is focused on dismissal. While our intent is to design arrival and dismissal procedures that are convenient for families, the safety of our students is our top priority. Should you find that it takes a few minutes for traffic to clear the area, your patience is greatly appreciated.

### **Late Arrival**

- If your child arrives after the final bell (7:59 am) you need to bring the child into the office and sign them in. A student will not be allowed in to class with out the signed slip for the teacher.
- Arrival between 7:59 and 8:29 am is considered tardy and after 8:29 as being absent one half day. Please note that late arrivals will affect your child's attendance record.

### **Early Dismissal**

- If you must pick your child up early, please come to the main office to sign your child out. We will contact the teacher and have your child come to the office to meet you. Early dismissals count either as a tardy (less that 30 minutes) or one half day (greater than 30 minutes but not greater than half day).
- **Two** notes stating the reason for dismissal with a phone number where the parent can be reached needs be sent to the homeroom teacher who will forward one copy to the office. This way both the teacher and the office have documentation as to the dismissal procedure.
- A **“Car Rider Permission Slip”** will be sent home at the beginning of the school year. This is to be filled out only if you are picking up your child **every day of the school year**. Otherwise **two** notes need to be sent in to the homeroom teacher, as stated above, even if you are picking up your child the same day(s) every week.
- **IN THE INTEREST OF STUDENT SAFETY – NO PHONE CALLS WILL BE ACCEPTED TO CHANGE THE WAY A CHILD GOES HOME AFTER 1:00PM.** End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. These calls should be limited to emergencies only. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests.
- Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to the children.

### **ATTENDANCE REGULATIONS**

The compulsory attendance laws of Ohio hold parents responsible for their child's attendance. Attendance update letters will be sent when a student has accumulated 5 days of absence and again at 10 days of absence. Any student who misses 15 days or more throughout the school year **for any reason(s)** may be referred to the county attendance officer for a hearing.

**Absences for any reason count toward a student's total absentee record for the year.** Legal absences are as follows: **A)** illness; **B)** quarantine at home; **C)** death in the family, **D)** observance of religious holidays; and **E)** other absences **requested beforehand** by the parents and approved by the principal. These requests must be made by the parents **at least 5 school days prior** to the date of release. **Any absence for a reason other than stated above (A-E) presumably is illegal and constitutes truancy. A STUDENT MUST BE IN SCHOOL A FULL DAY IN ORDER TO PARTICIPATE IN AN EXTRA-CURRICULAR ACTIVITY, SCHOOL PROGRAM OR EVENT.**

## **REPORTING ABSENCES**

In order to be in compliance with Ohio State Law Senate Bill 321, the Missing Child Act, a requirement of our schools is that you must call the school the morning of your child's absence. **Please call between 7:30 and 8:00 am.** We ask for your assistance and cooperation in reporting absences as we share your concern for the safety of your child. **(Margaretta Elementary phone number is 419-684-5357.**

Students **leaving one-half hour** before school dismisses will be considered **one-half day absent**. Students who are **signed out** during the day for any reason **and then return** for the remainder of the day will be **counted one-half day absent**. Leaving during the last half hour of school may also result in the loss of perfect attendance incentives. Upon returning to school from an absence, **children are required to present an excuse written by their parent or guardian, to the homeroom teacher citing the cause of the absence.** If absences exceed 10 days, a doctor's note may be required. The Board of Education reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. Excessive absences may be a factor considered in student retentions.

## **TARDINESS AND EARLY RELEASE PROCEDURES**

**Tardiness:** Students are considered **tardy** if they are not in their assigned classroom location by the starting bell (**7:59**). Students arriving **one-half hour late** are considered **one-half day absent**. Students who are tardy to school **must first report to the office**. Being tardy for school two or more times per month could result in after school detention or other disciplinary action. Tardiness will disqualify students from receiving perfect attendance incentives.

**Early Release:** If a student is being picked up earlier than dismissal for medical or personal reasons, parents/guardians **must send a note or call the office prior to 2:00 pm. Likewise, if you have a change in plans and want your son/daughter picked up at the 2:50 pm time, you must call the office before 2:00pm or they will be required to ride the bus.**

**Safety Measures:** For your child's **safety we require anyone wishing to remove a child from the building before or at regular dismissal to sign that child out.** Verification of identity may be requested. The sign out log is located in the secretary's office. You will be asked to sign your name, the child's name, relationship to the child, the date, time, and reason for the removal before the child will be released from the building. **If someone other than the legal guardian is picking up a child a note or phone call from the legal guardian is required.**

In the interest of safety, students are not allowed to leave the school grounds during the school hours unless accompanied by a teacher in a school activity or released to their parent or legal guardian for an appointment or an emergency. If one parent has been awarded custody of the student in a divorce settlement, the **custodial parent** as defined in legal statute shall **inform the school in writing of any limitations in the rights of the non-custodial parent.** Absent such notice, the school will presume that the student may be released into the care of either parent.

## **SPECIAL SERVICES**

Several special services are offered by the school for the children's benefit. Parents who feel a need for special services should feel free to call and discuss the matter with the principal.

**School Psychologist** - Referrals to the psychologist are made by the teacher or the principal with parent approval.

**Title I Reading (K-3)** - assists children who have reading difficulties or are falling behind in regular class reading groups. Referrals are made by the teacher or principal. Students must meet eligibility requirements of this program to be served.

**Speech Language Pathologist** - Referrals to the Speech Language Pathologist are made by the teacher or the principal with parent approval.

**School Counselor** - provides support for students with concerns that affect their potential to learn effectively and develop socially. Referrals to the counselor may be made by teachers, parents, or the principal when necessary.

**School Nurse** - assists children who have a health problem. Referrals to the nurse may be made by parents, teachers, or principal when deemed necessary. The nurse is present in the elementary building four days during the week.

## **PARENT PERMISSION & NOTIFICATION**

### **Extra-Curricular Activities**

#### **Please send a note to school:**

--if your child is staying after school for an extra-curricular activity such as: biddy sports, organized groups (scouting, etc.), cheerleading camps, etc. **a note granting permission** is required to be sent to the school office **in addition to the sign up form.**

### **Animals**

**NO pets, animals, insects, etc. are to be brought to school without permission** of the classroom teacher **AND** the principal. Proof of current immunization and rabies' shots (if applicable) shall be required before permission will be granted. Animals, pets, insects, etc. cannot be transported on the bus. The principal reserves the right to withhold permission if he/she feels the animal represents a potential safety risk to the children or that it would be potentially disruptive to the educational program.

## **LIBRARY INFORMATION**

### **Borrowing Books:**

1. All materials **must** be checked out before they are removed from the library.
2. Library books are loaned for 7 days. Books can be renewed for another 7 days as needed. Reference books circulate to the classrooms only with librarian permission.
3. Overdue fines are not charged. However, students who have overdue books are denied

borrowing rights until the overdue book(s) are returned.

4. Any student who takes out a library book is responsible for returning the book or paying what it would cost to replace it.

### **Lost or Damaged Books:**

Students are responsible for the library books that they borrow from the school library. Library books should be protected from damage by pets, water, food, etc. while in their possession. Fines are charged for damage that can be repaired, replacement cost is charged for books damaged beyond repair. Replacement cost is also charged for lost books. Repairable damage is defined as minor damage that can be mended with tape or glue, or can be corrected by rebinding the book. Non-repairable damage includes missing pages or any other damage that makes the book unusable.

### **MEAL SERVICE AND CAFETERIA RULES**

All students eat lunch in school. Students may bring a prepared lunch from home or hot meals may be purchased at school. Milk is included with the meal. Prepayment of lunches or milk may be made on a daily, weekly, or monthly basis. Lunches **may not be charged** unless it's an emergency. The new on-line SPSEZ pay option is also available for your convenience on the Margareta District website: <http://www.margareta.k12.oh.us> . Students should not bring soda pop for their lunch beverage. The school can provide a substitute for food allergies, i.e. milk if we have a current note from your doctor.

Rules of the student discipline code are in effect in the cafeteria as well as the ones listed below. Students are to:

1. wait in line quietly.
2. talk quietly while in the cafeteria.
3. act in a polite and courteous manner.
4. clean up the area in which they have eaten.
5. Students are not permitted to take straws, milk cartons, food items, etc. from the cafeteria.

### **STUDENT BIRTHDAY CELEBRATIONS**

Students birthdays are announced and students are invited to receive a small recognition. Summer birthdays are celebrated prior to school being dismissed for summer vacation. If you do not wish to have your child's birthday recognized please inform the school office.

Sometimes parents want to bring a treat to school on their child's birthday. This is permissible if arrangements are made in advance with the teacher. **We request that you do not send gum or suckers as a treat. We also request that you do not send flowers, balloons, or other gifts to be distributed to a student at school.** These items **will not** be taken to the classroom and you will be notified to come and pick them up at the office. While it may seem like a good idea, it is a disruption to the educational program. Most of these items cannot be transported on the bus.

**Personal party invitations MAY NOT BE distributed at school.**

## **SCHOOL INSURANCE**

Parents again have the opportunity to purchase school accident insurance for their children. Insurance forms will be sent home with your child.

## **LOST AND FOUND**

A lost and found rack is kept in the school hall and in most classrooms. Children losing articles should check the rack. Articles of value will be kept in the school office. Children finding articles are asked to please turn them in to the office. **Parents can help reduce lost articles, especially clothing and boots, supply bags, etc., by marking them with the child's name.**

## **EMERGENCY SCHOOL CLOSINGS OR DELAYS**

In the event the Margareta Schools close, dismiss early or experience a delay in opening time due to weather or other emergencies, the information will be broadcast over the following radio and TV stations:

Sandusky: WLEC – 1450 AM, WNCG (100.9), WCPZ (102.7), Huron: WKFM (96.1), Norwalk: WLKR (95.3), Bellevue: WNRR (92.1), Fremont: WFRO (99.1)  
and TV Stations: Toledo: Channel 11 WTOL, Channel 13 – WTVG and Channel 24 - WNWO.

**Family Emergency Plan:** Children should be made aware of what to do and where to go in the event of an early dismissal due to inclement weather or other emergency situations. It is recommended that you work out an emergency plan with your child.

## **EDUCATIONAL MATERIALS, FACILITIES, AND EQUIPMENT**

Textbooks and other educational materials are furnished by the school at no cost to the pupil. It is understood that these remain the property of the school. Facilities and equipment are also provided. Pupils are responsible for the care of all items entrusted to them. Students may be assessed fees for loss or damage.

## **STUDENT FEES AND PAYMENTS**

Student fees are to be paid at the beginning of school year at the elementary offices. Those parents who cannot afford to pay fees immediately are to contact the office and make arrangements in writing of payment schedule. Students whose fees have not been paid will not receive a report card until the fees are paid in full. All school fees are due on or before September 30. We strongly recommend that school fees be paid by check or money order instead of cash. There will be a fee charged for returned checks. **Students may be denied participation in grade level field trips and other special activities until all fees and fines are paid and/or other obligations are met.**

## **FIELD TRIPS**

Field trips may be planned for educational purposes, specific curricular activities and/or celebrations of accomplishments (Polar Pride incentives, etc.) A field trip notification form will be sent to you to be signed and returned. This verifies that you are aware that your child will be out of the building for this special learning activity.

**Field trips are a privilege.** Student participation may be denied for various reasons including but not limited to: attendance, grades, failure to complete work, behavior, other reasons deemed appropriate by the principal.

All students will be held accountable to the same rules of conduct they follow when regular class is in session. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. School fees, fines, trip fees and/or other obligations must be met for a student to be eligible to participate in field trips or other activities.

## **SAFETY DRILLS**

Safety drills (fire, tornado, lockdown) are of vital importance. Students will participate in these drills on a regular basis in accordance with Ohio law. Specific drill instructions will be provided at the beginning of the year by the teachers and periodically throughout the year as review and reinforcement. Directions for exit and drill procedures are posted in each room of the building. Different alarms are used to signal each of these drills.

## **TELEPHONE USE AND MESSAGES**

Please do not ask to have telephone messages transmitted from the parents to the pupil except in definite emergencies. Most requests can be handled by a note to the teacher.

The school telephone is for the use of staff conducting school business. Student use of the school telephone is restricted to emergencies only.

## **STUDENT USE OF ELECTRONIC DEVICES AND CELL PHONES**

Students are encouraged to leave cell phones and electronic devices at home as they are often the cause of a disturbance in class or on the bus. In the event a student chooses to bring an electronic device or cell phone to school and it is lost or stolen; the school WILL NOT be responsible. We strongly encourage students NOT to bring cell phones or electronic devices of any type to school because it is a strong possibility that they can be lost or stolen and they cause a disturbance if used during class or on the bus.

If a student is caught using an electronic device or cell phone during school hours the following consequences will take place:

**First Offence:** The electronic device/cell phone will be confiscated and kept until the end of the school day, parents will be contacted and the device must be picked up in the office by the parent.

**Second Offence:** The electronic device/cell phone will be confiscated and kept, parents

will be contacted and the device must be picked up by the parent in the office. The student will receive a lunch detention.

**Third Offence:** The electronic device/cell phone will be confiscated, parents will be contacted, the student will receive an after school detention and the device will be available for the parents to pick up in the office at the same time they pick up their child after he/she has served the detention.

## **STUDENT RECORDS AND RELEASE OF DIRECTORY INFORMATION**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of student records: Directory Information and Confidential Records.

Directory Information can be given to any person or organization for non-profit making purposes when requested, unless parents of the student restrict the information in writing to the Principal. Directory Information includes (Bd. Policy #8330): a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and/or sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Margaretta Local Schools provide parents of minor students an opportunity to review their child's permanent school records within 10 days of their request. Adult students shall be afforded the same opportunity. In situations in which a student has both a custodial and non custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District.

1. Requests to inspect a student's educational records shall be made directly to the building principal. The individual making the request shall be prepared to satisfactorily prove the following (as applicable):
  - a. age
  - b. parent or legal guardian
  - c. governmental agency with authority to or permission of the student or his/her parent to inspect the record
  - d. that they have written authority or consent of the student, if 18, or both parents if not 18, or of the custodial parent if the parents are divorced.
2. Records may only be reviewed with proper professional personnel, appointed by the principal, present.
3. Copies of student records will be provided only where it is unrealistically impossible for the individual to personally view the record. Payment in advance shall be made to the school office at current cost per copy.
4. Certain individuals shall have access to the records without parental consent. They are: school superintendent, principal, assistant principal, psychologist, counselor, curriculum coordinator, all categories of teachers, and secretaries or aides acting under the supervision of one or more of the above certificated staff. Also included are legal or governmental agencies authorized by a warrant or court order.
5. Every student record shall contain a log of disclosures made of a student's records without consent outside of the designated school officials and personnel that have a legitimate educational interest.
6. Records pertain to the student's attendance at Margaretta Schools.

7. All records shall be reviewed periodically with the intent of eliminating non-relevant and inaccurate information.
8. In cases of dual enrollment, records may be transferred between schools without parental consent.

### **VISITORS**

Adult visitors are welcome on the school premises and in the classroom, but the law requires that you **stop at the school office and register upon your arrival. Failure to register and receive authorization shall be construed as due cause for instituting charges of trespassing.** If you plan a visit please notify the school office in advance. **Student friends and relatives from another school may not visit classrooms during class hours because of the distraction and potential liability.**

Since we do not want to disturb the educational program most business can be taken care of in the office.

### **VOLUNTEERS**

If you would like to be part of our volunteer program please call the school office : 419-684-5357 for additional information. Volunteers, like all adult visitors, are asked to register at the school office upon their arrival in the building.

It is the law that, fingerprint checks and background checks are required for all volunteers. Fingerprinting may be done at North Point Educational Service Center, 2900 Columbus Ave., Sandusky or with the sheriff's office in your county.

## **SECTION 2: ACADEMIC ISSUES**

### **ACADEMIC PROGRESS REPORTING:**

Our progress reporting system has been developed to communicate expectations and achievement of each student. Explanations of grade level requirements, pupil behavior and responsibility relating to student ability are given at individual parent-teacher conferences after the first quarter. The report card indicates pupil progress and achievement based on grade level expectations.

Student achievement is reported to parents on a quarterly basis. Follow-up conferences are held throughout the year with parents of students who exhibit deficiencies in academic and/or personal development areas. Interim progress reports are sent during the grading period on an **as needed** basis. If a student appears to be at risk for failure at the interim reporting time, notification will be provided so parents can seek a conference with the teacher to discuss actions to improve the poor grades. Please refer to the calendar included in this handbook for specific dates of progress reporting and scheduled conferences.

Teachers are available for conferences at other times and appreciate the chance to talk to you. The teacher would like to know you as it helps him/her know your child. Please make an appointment prior to such a conference since the teacher has a responsibility to the students during the school day and is often attending meetings before/after school hours.

### **PROGRESS BOOK**

Margaretta Schools use an online grade recording program called “Progress Book”. This program has a feature that allows parents to view their child’s grades and progress. In order to use this online tool, parents must have a user name and password. If you are not already using this feature, you can obtain an initial user name and password by contacting the school offices. The site can be accessed by going to the Margaretta home page: [www.margaretta.k12.oh.us](http://www.margaretta.k12.oh.us) and clicking on the **Parent Access Website box**.

### **ACHIEVEMENT TESTING AND ASSESSMENT:**

Periodic assessment of student progress is done on an ongoing basis in accordance with State standards and District policy. Classroom tests are used to assess student progress and assign grades. These are selected and/or prepared by the teachers to assess how well the students have made progress toward achieving the state standard based performance indicators and benchmarks. These assessment takes many forms: paper pencil tests, projects, oral presentations, classroom participation, quizzes, observations, etc.

Achievement and ability indicator assessments are given across all grade levels in the District as is required by State and/or Federal mandates and guidelines. Testing dates are announced in newsletters and on district and building calendars. Please plan to have your child in attendance on these days.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and parental consent may need to be obtained. Margaretta Local Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **STATE MANDATED TESTING DATES for 2009-2010**

**September 2009**

During the first week of school all kindergarten students will be given the KRAL (Kindergarten Readiness Assessment-Literacy) test. This is required by the state to be given within the first six weeks of the start of school.

DIBELS Achievement Tests are given periodically throughout the school year.

### **October 5-9, 2009**

Ohio Achievement Test (OAT) for Grade 3 Reading only. Students will be taking the tests early in the week. The tests will be returned to the state for scoring on Oct. 9, 2009.

### **March 8-12, 2010**

Stanford 10 (2<sup>nd</sup> grade only) and OLSAT (grades 2, 4, 6) are given during the week of March 8.

### **April 19-May 7, 2010**

Ohio Achievement Tests for Grades 3, 4, 5, 6, 7 and 8 will be given. These tests are given on an alternate schedule starting on April 19 through April 28. The week ending on May 7 will be the testing make-up week.

### **PROCEDURES FOR STATE MANDATED TESTING**

The Ohio Department of Education sets procedures for state testing by law. This law covers the Ohio Achievement Tests (OAT) given in Grades Three through Eight. The law, Rule 3301-13-05 of the Ohio Administrative Code, requires that "Test Security" must be maintained at all times. This means that : **NO PERSON SHALL DISCUSS, SHARE, RELEASE, CAUSE TO RELEASE OR REPRODUCE ANY SECURE STATE TEST MATERIALS THROUGH ANY MEANS OR MEDIUM, ELECTRONIC, PHOTOGRAPHIC, WRITTEN OR ORAL.** The Ohio Revised Code prohibits the disclosure of test questions that would assist a pupil in taking the state tests.

Students, teachers and administrators are all responsible for insuring test security as mandated by the law. All state test questions and materials considered part of the State Tests are considered secure materials as required by law. Building and District Test Coordinators monitor test security procedures. Violations shall be handled as outlined in the district procedures in compliance with the law. For further information contact Mrs. Fran Warner, District Test Coordinator or Mrs. Lynn Hurd, Building Test Coordinator at the Margareta Elementary Office, 419-684-5357.

### **HOMEWORK GUIDELINES**

Homework is an extension of classroom instruction. Students gain a sense of responsibility and develop study skills through an appropriate amount of homework. Homework does not always mean written work to be returned to school, but in many cases is study, review, projects, and content reading.

The amount of time listed below is a general guideline of what can be expected for homework at each grade level. The minutes cited refer to the approximate time the student is **actually engaged** in the homework assigned for that evening. This averages out to be about 10 to 20 minutes times the grade level number per evening. For example: Grade three may have 30 to 60 minutes homework per evening. (3 X 10 = 30, 3 X 20 = 60) If you find that your child is repeatedly spending more than the time indicated, please contact his/her teacher.

### **IDENTIFICATION OF CHILDREN WHO ARE GIFTED**

The Margarett District identifies students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted, effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. Please contact the school if you have questions regarding gifted identification.

### **MISSED CLASS WORK DUE TO VACATION**

If your family is planning a vacation during the school year please contact your child's principal and request an excused absence at least 5 days prior to departure. An excused absence allows your child to make-up missed work and receive credit for it.

Because skill development follows a sequential process some of the class work missed during the vacation dates may not be able to be given out prior to leaving for your trip. Important assignments will be compiled for your child during your vacation. Generally one day of make-up time is given for each day of excused absence.

### **PROMOTION, PLACEMENT, AND RETENTION**

Margaretta Schools recognize that personal, social, physical, and educational growth of children varies and that they should be placed in an educational setting most appropriate to their needs at the various stages of their growth. Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. completion of the course requirements at the presently assigned grade level
3. potential for success at the next grade level
4. demonstrated appropriate social, emotional, and physical maturity necessary for a successful learning experience in the next grade level.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Margaretta Schools feel that all children can learn and should be recognized for their achievements. Margaretta Elementary have many programs in place that recognize students for their various accomplishments. Polar Pride Assemblies are conducted after each grading period. In addition to the school-wide programs, each grade level also has planned activities and programs to promote excellence in student achievement.

## **SECTION 3: HEALTH AND MEDICAL CONCERNS**

## **MEDICATION AT SCHOOL: AUTHORIZATION REQUIRED**

Specific guidelines for administering medication at school fall under state law 3313.73 and 3313.716. Administering medication is not a function of the school; however regular classroom attendance may be impossible for some handicapped or chronically ill pupils without prescribed medication available during school hours. When it is necessary for school personnel to administer medication, these guidelines must be followed:

- A. A written and signed physician's request form\* identifying:
  - 1. the student
  - 2. the medication and dosage or procedure required
  - 3. the time required
  - 4. possible reactions which should be reported to the physician
  - 5. special instructions including storage and sterile requirements
  - 6. date when medication or procedure is no longer needed
  - 7. date of request form
  - 8. physician's name, address, and phone number
  - 9. signatures of physician *and* parent
  - 10. all medication must be in **original container**

The proper form must be completed before any medication will be administered. **\*See appendix for form. Forms are also available in the school office.**

- B. A section on the form above to be completed and signed by the student's parent/guardian authorizing the school personnel to administer the medication or procedure as instructed by the physician, and agreeing:
  - 1. to deliver the medication to the school in its original container only
  - 2. to notify the school if there is a change of physicians
  - 3. to notify the school if the medication, the dosage or the procedure is changed, or to be eliminated.
- C. Prior to the administering of any medical procedure to or for a student that:
  - 1. such procedure is included in the child's IEP if applicable
  - 2. the procedure is included on the completed form mentioned in A. and B. above.
- D. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy. This policy adopted by the Margaretta Board of Education does not apply to otherwise regulate conduction of such dental disease prevention programs sponsored by the Ohio Department of Health.

## **ALLERGIES AND BEE STINGS**

It is the parents' responsibility to inform the school of the child's allergies, especially allergies to bee stings. In the case of bee sting allergies parents are responsible for providing the school with bee sting medication and a doctor's statement concerning how the medication is to be administered.

## **IMMUNIZATIONS**

Effective July 26, 1984, the State School Immunization Law was amended. These amendments to Sections 3313.67 and 3313.671, Ohio Revised Code affect all pupils who attend any school for which the State Board of Education prescribes minimum standards:

1. Kindergarten...DPT, polio, measles, mumps, and rubella immunization status.
2. Grades 1-12...DPT, polio, measles, mumps and rubella immunization status.

Before entering Seventh Grade all students must update their measles, mumps, and rubella immunization.

An immunization record must be kept on file for all pupils.

By October 15th of each year a school summary of the immunization status of initial entry pupils must be sent to the Ohio Department of Health. At the beginning of each school year, or at a pupil's initial entry, a pupil has 14 days to present written evidence that he/she is in compliance with the State Immunization Law. If, after the end of the 14-day grace period, the pupil hasn't submitted written evidence of compliance, the pupil should be excluded from school until evidence is submitted. A pupil is in compliance if he/she meets one of the following four criteria:

1. The pupil submits written evidence that the pupil meets or exceeds the minimum immunization requirements.
2. The pupil submits a statement, signed by the pupil's physician, that immunization may be detrimental to the pupil's health.
3. The pupil submits a statement signed by the pupil's parent or guardian that the parent or guardian objects to immunization for good cause, including religious convictions.
4. The pupil submits written evidence that the pupil is "in the process" of completing the required immunizations.

"In the process" means that the pupil is immunized against measles, mumps, and rubella and has had at least one dose of DPT/DT vaccine and one dose of polio vaccine. He/She must finish the series as soon as the schedule intervals between doses permits. This pupil while listed as incomplete is considered "in process".

### **HEALTH RECORDS AND EMERGENCY MEDICAL PROCEDURES**

The District will annually distribute to parents/guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will utilize the information on this authorization form. It is vitally important that the emergency phone numbers listed remain current. The school is equipped to give only minor first aid in the event of an injury. Serious injury may necessitate contacting the Emergency Rescue Squad.

If your child has a health problem, ask your physician to put it in writing for the child's school records. Update medical information as necessary so we may remain current with any changes. Mutual understanding about health problems will help us to better care for your child. We suggest that you schedule a conference with us to discuss health concerns if appropriate.

Children who become ill at school can be better cared for at home by their parents. Parents are responsible for providing the school with work phone numbers, information as to where they can be reached during the school day, and/or the name and number of someone who can care for the sick child if they are not available.

### **SCHOOL WORK FOR STUDENTS THAT ARE ABSENT**

If a child is confined at home, the school feels that recovery of the child is more important than school work. However if the child is physically able to do some work, parents may arrange to pick up such work from the child's teacher if the child will be out for **more than one day**.

Teachers will make every effort to gather a child's work as quickly as possible but please understand that they will need adequate time for the special preparation required.

Upon return to school one day of make-up time is generally given for each day of absence.

### **RECESS PARTICIPATION**

During the school day, time is provided to give youngsters a chance for fresh air and exercise. Every child will participate in the outdoor activity with his/her class unless he/she has a documented health problem. Your doctor should give us instructions in writing if your child's activities must be restricted. Proper outdoor clothing for recess time is important so that your child can enjoy the recreation, even during Ohio's changeable weather.

### **STUDENT ABUSE AND NEGLECT**

The Margareta Local Schools is concerned with the physical and mental well being of the students of this District. Members of the staffs at Margareta Elementary will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases the School still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have his/her status reviewed by an appropriate panel of resource people to insure that the rights of both the affected individual and those of other students and staff members will be acknowledged and respected. The School will seek to keep students and staff members in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases or blood borne pathogens, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

## **SECTION 4: STUDENT CONDUCT AND DISCIPLINE**

## CODE OF CONDUCT

A major component of the educational program of Margaretta Elementary is to prepare students to become responsible citizens and workers by learning how to conduct themselves properly and in accordance with adopted Board Policy.

### Expected Behaviors

Students shall be expected to:

1. Abide by the law as well as school rules.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. Complete assigned tasks as directed on time.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and the school community.

### Aggressive Behavior Toward Students

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

The entire Board of Education adopted policy on Aggressive Behavior Toward Students may be found in section 5517.01 of the Bylaws and Policies of the Margaretta Local School District.

### Dress Code

The following standards were developed by a joint committee of parents, students, teachers, and administrators of the Margaretta Local School District. The dress code provisions are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management, control and safety of a conducive learning environment for the student body.

School dress standards will be in effect for all school events and field trips unless exceptions are specified in the field trip notifications. **Any clothing, dress style, hair style, etc. that distracts or disrupts the normal learning atmosphere or represents a potential safety hazard will not be permitted. Students are expected to dress appropriately for the activities they are engaging in as well as for weather conditions.** Outside daily recess activities are scheduled weather permitting. If a student's dress is inappropriate, parents will be called and asked to bring a suitable change of clothing.

### Specific Provisions are as follows:

1. Hats, caps, sweatbands, sunglasses, and chains are not permitted to be worn in the building. They are not to be carried around school or attached to belts.
2. Hair and clothing must be clean and neat.
3. Clothing, patches, and buttons that contain advertisements, symbols, words, or pictures that are sexually suggestive, offensive, libelous, derogatory of others, obscene, profane, drug, tobacco, or alcohol related or suggest violence are not permitted.
4. Winter outdoor apparel is not permitted to be worn in the classroom. (Heavy coats, hats, gloves, etc.)
5. Clothing with holes must not expose skin or undergarments.
6. No clothing that is form fitted will be allowed to be worn alone (ex. running tights, spandex, leggings, etc.). These items must be worn underneath other apparel.  
No lounging pants, pajamas or slippers are permitted
7. All lower wearing apparel must extend to the student's fingertips while said student is standing with arms by his/her side. (mid-thigh).
8. Shorts, skorts, or culottes will be permitted with the following restrictions: these items must be of the dress variety - i.e. walking shorts, Bermuda shorts, with a hemline.  
No cut-offs, short shorts, gym shorts, bicycle or spandex shorts will be permitted.  
Sweatpants-type shorts with a hemline that are not form fitted will be allowed.
9. No halter tops, tank tops, tube tops, tops with spaghetti straps, "see through garments", fish net shirts, or plunging necklines are permitted. These items will be acceptable if a shirt is worn under or over the items. Sleeveless tops must be of a modest variety and extend to the end of the shoulders and fit closely under the arms.
10. Bare midriffs are not permitted. Shirts, blouses and sweaters must cover the stomach area including when you bend over, reach, and move about.
11. Undergarments must be worn but should not be visible.
12. Students must wear proper footwear. (Shoes, boots, sandals with heel straps, tennis shoes, etc.). No cleats, shoes with wheels, or flip-flops will be permitted. **Tennis shoes are required for physical education classes.**
13. Sweatpants for elementary students (grades K-6) will be permitted.
14. Students are expected to dress for the weather. They must be prepared to go outside daily for scheduled recess activities. (weather permitting)
15. Sagging pants (pants which must be constantly pulled up, fit below the waist, which would fall down when legs are together, or which would show undergarments, etc.) are not permitted.
16. Low rise pants that expose stomach, back or butt area when sitting or standing are not permitted.

The responsibility of enforcing the dress code belongs to all students, parents, and faculty members.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and parents may retrieve them in the school office. Items must be retrieved before the end of the current school year. They will not be held past that date.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or repair. The student will also be subject to discipline according to the Student Discipline Code.

## STUDENT DISCIPLINE CODE

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Pupil discipline directly affects the purpose and the total achievement of the school. It is an area which needs attention and reflects the combined responsibilities of everyone. Helping to establish a desirable teaching/learning environment is the work of many people: students, parents, teachers, administrators, community, and members of the Board of Education. Habits learned or condoned in the schools will be carried over into private and community life.

We have initiated a form of the Behavior Management model at our school. Each classroom or grade level develops a set of rules, consequences, and rewards that will encourage the development of positive behaviors and self-discipline. Please refer to these plans for your child's classes. These plans will be reviewed during the 2008-09 school year and may change. If Behavior Management Plans are changed parents will receive notice and a copy will be available for them to review.\*See appendix D.

### Parent Involvement and Support:

Parents can support their child's progress in school by:

- arranging for prompt and regular school attendance
- helping your child recognize that the teacher is acting in place of the parent while he/she is in school
- teaching and requiring of your child respect for the law, authority, and the rights and property of others
- encouraging your child to strive for his/her best effort
- arranging for a time and place for your child to complete homework
- taking an active interest in your child's school activities and progress reports
- communicating any questions and/or concerns to the teacher or principal
- participating in parent conferences and school activities
- working with the school to carry out specific recommendations made cooperatively in the best interests of your child
- helping your child understand and comply with the rules of expected conduct
- working cooperatively with the school in carrying out any necessary disciplinary action.

### GUIDELINES FOR SUCCESS: RULES GOVERNING CONDUCT

Students are expected to adhere to the guidelines to success as explained in this handbook. The following are major areas that could result in disciplinary action. **The absence of a behavior or any specific action from this list does not mean that such conduct does not violate the discipline code or cannot be punished.**

1. **Expected Conduct:** Students should observe school rules and reasonable directions or commands by school personnel. When a student refuses to accept the consequences for his/her inappropriate conduct a sterner action may result.
2. **Attendance:** Students should arrive on time for school and classes with proper supplies.
3. **Loitering/Trespassing:** Students ARE NOT permitted in the building **before 7:40 am**. All students are to be out of the building by regular **dismissal time of 2:45 pm**, unless engaged in an activity which is directly supervised by a faculty member or other authorized adult with prior written permission on file in the office.  
No student should be in an unauthorized area (ex. storage room) without express permission of a staff member.
4. **Harassment/Bullying:** Every individual deserves to come to school without the fear of demeaning remarks or actions. Students shall not engage in any speech or action that

- threatens, intimidates, or torments another individual. Students shall not use improper language, direct an improper gesture, or engage in unwanted/unwelcome physical contact toward any student, school employee, or the general public. Types of harassment including, but not limited to, gender, ethnic, religious, disability and sexual are strictly prohibited.
5. **Fighting:** Behavior must not threaten life, limb or property of any individual. Students shall not engage in any behavior such as fighting or horseplay that may result in an attempt to cause injury to another or that may in such a manner reasonably cause injury to another if pursued. **Students should at all times keep their hands, feet, and other objects to themselves.**
  6. **Disruption:** Students must not disrupt or interfere with curricular, extra curricular activities or the normal operation of school.
  7. **Vandalism:** A student shall not knowingly mar, deface, destroy or otherwise tamper with any property not owned by the student. Payment/restitution for damages will be assessed.
  8. **Weapons/Ammunition/Explosives:** A student shall not possess, handle, transmit, or conceal a weapon, an instrument of violence, ammunition, explosives, or any object which might be considered dangerous to self or others (including chemical, biological etc.) \*Definition: objects which may resemble or may be considered a dangerous weapon or instrument of violence, including, but not limited to, guns, look-a-like guns, knives, pocket knives, ice picks, razor blades, brass knuckles, bombs, look-a-like bombs, fireworks, ammunition.
  9. **Threats that Induce Panic:** Statements, written or verbal, which express an intent to kill, destroy, eliminate, bomb, use hazardous chemical or biological agents, do serious harm to individuals, or property including any type of terrorist activities.
  10. **Assault:** A student shall not assault a school employee, student, or other person on the school premises, while in the custody and control of the school, or in the course of a school-related activity.
  11. **Tobacco:** No student shall smoke or have in his/her possession a tobacco product in the school, on the school grounds, on the school bus, or at any school related activity.
  12. **Theft/Stealing:** No student should take, dispose of, or otherwise use property of another individual without their willing consent. Students should not knowingly accept, retain, or use stolen property. Students should not bring anything of value to school that is not needed for the learning process. The school is not responsible for student's personal property.
  13. **Playground Safety:** Safety is the main concern when using playground equipment. **Equipment must be used only in the manner for which it was intended.** Staff will instruct students on the safe way to use equipment. Children will be supervised on the playground.

**The following playground rules are to be followed without exception.**

- a. FOLLOW DIRECTIONS and specific instructions of playground supervisors at all times
- b. SWINGS: Sit properly on the swings. One person per swing. Swing back and forth only. No jumping from the swings. Keep clear distance from the swings when not playing on them.
- c. Take turns on all equipment. If a group is on a diamond or playing field no one can disturb that game until the first group's recess is over.
- d. No fighting, teasing or "horseplay".
- e. No tackle games of any type. No tag games permitted including on the equipment. No body contact of any type.
- f. Students are NOT to get balls or equipment that goes over the fence.
- g. ONE WAY TRAFFIC only on Climbing Towers, Tunnel, Balance Beams, Climbing Equipment and Clatterbridge. Students are not to play under the Clatterbridge.

- h. ALL SLIDES: Students are to come down the slides **one at a time feet first sitting on their bottoms**. No jumping from the slide allowed. **Wait** for the person ahead of you **to get out of the way before coming down**. **No swinging from the bar** on the slide.
  - i. Only “soft” balls may be used on the playground.
  - j. No throwing of any objects such as ice, snow, sticks, stones, etc. Only approved playground balls may be thrown within equipment guidelines. Do not throw balls toward the building windows or against the walls.
  - k. All other rules under the “Guidelines for Success: Rules Governing Conduct” apply to the playground.
  - l. Stay off of ice. Sliding on the ice or playing on snow piles is not permitted.
  - m. Students are to line up as soon as the bell rings. They will enter the building only with permission of the playground supervisor or teacher.
  - n. Use all equipment safely in the manner for which it was designed.
  - o. No sharp items - scissors, pencils, knives, tools etc. are permitted.
  - p. No eating on the playground.
14. **Throwing objects:** Throwing snowballs or any other objects is not permitted due to the potential for serious injury.
  15. **Forgery:** Students shall not forge a parent’s or other authorities’ signatures on notes or official school forms.
  16. **Cheating and Plagiarism:** Any act of dishonesty by a student (ex. cheating on tests or assignments or plagiarism) is prohibited. Plagiarism is defined as copying or imitating the language, ideas, or thoughts of another and claiming them as your own. The student will not receive credit for the work.
  17. **Arson:** Purposely setting a fire is prohibited.
  18. **Gambling:** Students shall not engage in or promote games of chance, placing of bets, or risking anything of value.
  19. **False Alarms or False Reports:** Students shall not knowingly turn in an alarm or report an emergency that does not exist.
  20. **Electronic Equipment and Toys:** Students should not bring electronic games, radios, tape recorders, pagers, cell phones, or other electronic equipment or other toys to school. Necessary electronic equipment and toys are supplied by the school for those activities deemed appropriate for these items. If they choose to bring such items; consequences will be delivered as outlined in *STUDENT USE OF ELECTRONIC DEVICES AND CELL PHONES: page 15-16.*
  21. **Hazing:** Students shall not plan, encourage, or engage in any hazing. Hazing is defined as doing an act or forcing another to do any act that may cause mental or physical harm as a condition for entrance into a club or organization.
  22. **Littering:** Students shall dispose of their waste materials in appropriate containers. Littering is prohibited.
  23. **Aiding or Abetting:** Students are expected to resist peer pressure and practice sound decision-making regarding their own behavior. Students shall not assist or encourage other students in violating school rules.
  24. **Sales at School:** Students are not permitted to bring items to school for sale to other students.
  25. **Gum:** Chewing gum is not permitted at school or on the buses.
  26. **Other Situations:** The administration has made every attempt to develop rules and regulations in the “Guidelines for Success” which would address most situations that might occur in the Margareta Elementary. If a situation occurs which is not covered in the “Guidelines for Success”, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the school building.
  27. **Drugs and Alcohol:** No student shall possess, use, exhibit evidence of use, transport, attempt to sell or purchase, have under his/her control, offer to administer to another or be

under the influence of any intoxicant, hallucinogen, narcotic drug, unauthorized drug, or any false substance represented as any of the above. Unauthorized drugs include all drugs except those issued as medication upon the orders of a duly licensed physician for medical purposes. All drug or alcohol offenses will be referred to the appropriate law enforcement agencies.

### **School Disciplinary Procedures For:**

#### **Possession and/or use of chemicals or alcohol on school property or at school sponsored events will result in:**

##### **PART I:**

1. The student being automatically removed from the classroom or school event.
2. Local law enforcement agencies will be contacted and Erie County Juvenile Court policies will be strictly adhered to.
3. The student will be considered in direct violation of Board Policy and will be penalized as such.
4. Penalty: This violation may result in a ten (10) day suspension from school and recommendation to the Superintendent of Schools for expulsion.
5. As an alternative to expulsion, however, the student and his/her parent or guardian may be given the opportunity of obtaining an outside diagnosis to determine the existence or extent of the student's chemical dependence. The findings from this diagnosis will be incorporated into a support counseling program as described in part 3 procedures of the STUDENT ASSISTANCE PROGRAM set up by the School Board.
6. The support counseling requires the attendance of the student involved. Parent or guardian attendance will be required when needed. Failure to live up to the alternative by either student, parent or guardian will result in removing the alternative.

#### **Selling and/or delivering chemicals or alcohol on school property or at school sponsored events will result in:**

##### **PART II:**

1. Steps 1,2, and 3 being followed in Part 1 School Disciplinary Procedures as outlined above.
2. Penalty: Ten (10) day suspension from school and recommendation to the Superintendent of Schools for expulsion. The serious nature of the offense of selling and/or delivering drugs or alcohol warrants the removal of the student from school attendance.
3. Participation in diagnosis will not be allowed as an alternative to expulsion for students apprehended for selling or delivering chemicals on school premises, during school hours, or at school approved activities, whether those activities are on school premises or off school premises.

#### **\*Policy of the Erie County Family Court Concerning Alcohol, Drug and Substance Abuse**

Until further notice the Juvenile Division of the Erie County Family Court shall enforce the following policy:

1. Any juvenile, who uses, possesses or consumes alcoholic beverages, drugs or other substances of abuse, is subject to immediate arrest. Upon arrest such juvenile shall be transported directly to the Erie County Detention Home. Upon the juvenile's arrival at the detention facility, the parents shall be notified and advised as to detention and release procedures.
2. Any juvenile admitting to or found guilty of unlawful consumption, use or possession of alcoholic beverages, drugs or substances of abuse is subject to all lawful dispositions,

including but not limited to maximum fines, court costs, suspension and termination of driving privileges, alcohol/drug evaluations, screenings and counseling, detention and probation.

3. In each case the court shall make inquiry as to where and how the alcoholic beverages, drugs and substances of abuse were obtained by the juvenile. The juvenile shall be subject to being called before any court or lawful agency to testify as a witness against any and all other persons, businesses or establishments providing or aiding the juvenile in obtaining such substances.
4. Any person, business or other establishment that furnishes, sells or facilitates a juvenile in obtaining, using or consuming alcoholic beverages, drugs or substances of abuse is subject to appropriate charges being prosecuted against them, including but not limited to contributing to the delinquency of a minor, contributing to the unruliness of a minor and creating conditions which are injurious to the health, welfare, morals and safety of a juvenile. In addition thereto, such persons, business or establishment is subject to all lawful claims for civil damages arising out of personal injury, death or property damage resulting from furnishing, selling or otherwise facilitating a juvenile in obtaining, using or consuming such alcoholic beverages, drugs or substances of abuse. See appendix A for the complete text of Ohio Law relating to counterfeit drugs.

## **DISCIPLINARY PROCEDURES**

### **Classroom Behavior Management Plans**

Each grade level teacher shall determine the specific behaviors required of the students in the classrooms. These behaviors will serve as the rules for that classroom and will be posted in a prominent location in the classroom. These rules will be presented to the class on the first day of school. See appendix.

Disciplinary problems that occur in the classroom/playground which are not of a severe or major nature shall be resolved by the classroom teacher or supervising aide following the rules of the grade level/school.

Once the classroom rules have been established, the teacher shall determine the disciplinary consequences to be used for students that choose to misbehave. These consequences will be written on the Behavior Management Plan and will be posted. The consequences will become the discipline hierarchy. The number of times a student chooses to engage in inappropriate behavior will determine the discipline consequence he/she will receive. Sending the student to the principal's office will be at the end of the consequence hierarchy and also as a "severe" behavior consequence.

Positive consequences such as rewards or special activities will be used in the classroom to reinforce the behavior of students who choose to behave appropriately.

### **Disciplinary Actions**

Inappropriate behavior may result in one or more of the following disciplinary actions depending on the seriousness and/or frequency of the inappropriate conduct. All chronic offenders of school rules may be subject to suspension or expulsion from school if other disciplinary measures are not successful. Serious offenses involving dangerous weapons, drugs or alcohol may result in suspension and/or referral to law enforcement agencies.

1. Student conference with principal. Parent and/or teacher may also be present on occasion.
2. Loss of special privileges or activities.
3. "Time Out" from class or designated area.
4. In School Suspension with due process.
5. After-school detention with parent responsible for transportation.
6. Suspension with due process.
7. Expulsion with due process.
8. Emergency Removal-for severe or repetitive disruptive behavior.

### **Disciplinary Actions and Due Process Defined:**

1. **Conference:** Discussion of violation of rules, review of the facts, and determining of appropriate consequences.
2. **Loss of Special Privileges or Activities:** These may include but not be limited to loss of recesses, field trips, classroom rewards, classroom parties, or special school-wide activities or programs.
3. **Time Out:** Supervised temporary removal from the classroom or activity for a period of time. Students may be asked to complete class work or a special work project during this time.
4. **In School Detention:** Students may serve in-school detention 20 minutes per day. Students Will be supervised and may be asked to complete class work or a special assignment during this time.
5. **After School Detention:** Students may serve one hour per scheduled day. Parents are responsible for transportation. Detention is supervised by a member of the staff. A written notice of the detention time and date to be served is given to the student at the time the detention is assigned. Parents are asked to sign and return this notice. A request for a date change is usually granted the first time. However, a request for a second date change for the same detention is usually turned down. Failure to serve assigned detention will result in sterner disciplinary action. Repetitive failure to serve assigned detentions could result in suspension from school.
6. **In-School Isolation:** In-school isolation (ISI) is an alternative to out-of-school suspension. It allows the student to pay the penalty for his/her misbehavior without too much interruption to his/her educational program. The student and parent/guardian shall be informed, in writing, of the dates the student is assigned to in-school isolation, as well as the reason for the penalty. **(There is often little or no availability for this disciplinary action at the elementary building.)**
7. **Suspension:** Suspension is defined as the denial of a student the permission to attend school. Immediate removal of a student is in order if the student's presence disrupts the teaching/learning atmosphere, endangers other persons, or damages property.

**DUE PROCESS:** Before a student may be suspended or expelled there are specific procedures that must be followed. Students will be confronted with the evidence against them and have a chance to make statements in their defense. Within seventy-two hours of the student's removal he/she will be afforded an opportunity of a hearing. Written notice of the suspension will be given to the student and parents/guardians.

- a. Only the principal or superintendent may suspend a student.
  - b. No suspensions are to exceed ten school days.
  - c. When suspended a student is not permitted to attend school, be on the school properties, or attend classes, extracurricular activities, or school functions.
  - d. Suspension may cause a course to stand as Incomplete until work missed during the suspension has been made up. Students have time equal to the suspension to make up missed work.
7. **Expulsion:** Expulsion is defined as the involuntary removal of a student from school for more than ten days. Due Process procedures are followed.
- a. Only the superintendent may expel a student.
  - b. The superintendent may expel a student from school for a period of eighty days which may be carried over into the next school year.
  - c. Expulsions can also be for up to one calendar year for certain specific violations of state law. (Ex. weapons, bomb threats etc.)

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or the school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. All searches will be conducted in a reasonable manner following Board of Education Policy.

Students are provided desks, totes, lockers, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and turned over to the police. The Margareta Schools reserves the right not to return items which have been confiscated.

## SECTION 5: TRANSPORTATION

### BUS TRANSPORTATION REGULATIONS

Rules of conduct for student bus passengers are basic and are necessary for safe operation. During the loading or unloading period, certain rules must be followed to assure the student's safety. A student should wait until the bus comes to a full stop before moving toward the bus, and if on the opposite side of the road, wait until a signal from the driver is given indicating that it is safe to cross.

The following regulations apply to students who use bus transportation:

1. Be at the bus stop before the bus is scheduled to arrive.
2. Wait at the bus stop in a safe location clear of traffic.
3. Behavior at the bus stop and on the bus must not threaten life, limb or property of any individual.
4. Go directly to an available or assigned seat.
5. Remain seated keeping aisles and exits clear.
6. Observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language or improper gestures.
8. No eating and drinking on the bus.
9. Do not bring toys, electronic games, walkmans, radios, pagers, cell phones, or other personal electronic items to school.
10. Pupils must not have alcohol, tobacco, drugs, or any false substance represented as either in their possession on the bus except for prescription medication required for a student. Students should show medication and permission slips to the driver upon entering the bus.
11. Do not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. Balloons, glass, and live animals are not to be transported on the bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. A written parent request must be signed by the principal or designee and presented by the student to the bus driver. **Students are not permitted to change buses or ride a bus other than their assigned bus to and from school.** If you have questions regarding this please call the transportation department at **419-684-7714**.
14. Do not put head or arms out of the bus windows.
15. Refrain from making excessive noise.
16. Pupils must not possess, handle, transmit, or conceal any object which might be considered a dangerous object, instrument of violence, or object which could compromise the safety of the bus or passengers.
17. Do not vandalize or damage school or private property. Restitution for damages will be assessed.
18. Follow all school rules as outlined in the Student Discipline Code.

### PENALTIES FOR INFRACTION

Because of the serious safety factors involved in bus transportation, students will follow the same behavior policies outlined for school. The bus driver has the same authority on a bus as any official of the school. Any behavior toward a bus driver or behavior detrimental to the safe operation of a bus shall result in disciplinary consequences for the offender(s).

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Immediate removal is authorized when the pupil's presence poses a danger to persons or

property or a threat to the safe operation of the school bus. A student may be suspended from the bus for any violation of the Bus Regulations or the Student Discipline Code.

### **VIDEO TAPING ON THE SCHOOL BUSES**

The Board of Education recognizes that all school buses must be operated in a safe manner. Therefore, the Board authorizes the superintendent and transportation supervisor to institute a video taping system on district school buses. Video taping will be used as an additional means of monitoring the safe operation of district buses.

### **REQUESTING CHANGES IN REGULAR TRANSPORTATION SERVICES**

Parent permission is **required** if you wish to have your child dropped off at **another stop** along their **regular** bus route. Any requests for a child to ride a **different** bus **cannot be honored** due to capacity loads on many of our routes. If you have questions regarding this please call the transportation department at **419-684-7714**.

If your child is going to visit another child after school notes **from both children's parents** are required. **Transportation must also be provided unless no bus changes are necessary.**

### **SCHOOL PARKING AND TRAFFIC REGULATIONS**

We are extremely concerned about the safety of the children on their way to and from school. You can help keep them safe by following safety guidelines for parking and traffic control around the school.

**SPEED LIMIT IN THE PARKING LOTS AND AROUND THE BUILDINGS IS 5 MPH. WATCH CAREFULLY FOR CHILDREN EXITING OR PLAYING NEAR OR AROUND THE BUILDINGS AND PARKING AREAS.**

**All vehicles are prohibited in bus loading and unloading zones during restricted hours\*\*\* before school and prior to and during dismissal\* or whenever school buses are present in this area.**

Parking lots are provided on the side of the building for parents or visitors. Please obey all exit, entrance and no parking signs. Please do not park on the grass. Use extreme caution. Our children are counting on you to help keep them safe.

### **Walking/Bicycle Riding:**

**For the protection of our students walking or riding bikes to and from school is not permitted.**

## **Appendix A : Classroom Behavior Management Plans – Primary Grades**

In order to provide our students with the excellent educational climate they deserve, the following classroom Behavior Management plans have been developed. They will be in effect for the year. If any changes to the plan are necessary during the year a revised plan will be sent home with your child.

These plans were **established to recognize and promote good behavior**. Students who **behave appropriately** will be **rewarded periodically** with various types of incentives in the classrooms. Those who choose to **behave inappropriately** are aware of the **negative consequences for their behavior**.

Please review these plans with your child. It is in your child's best interest that we work together with regard to his or her education. Thank you for your cooperation and support.

### **Kindergarten Behavior Management Plan**

1. Follow directions
2. Have supplies ready - crayons, scissors, pencils
3. Raise hand and reply when called upon by teacher
4. Keep hands, feet and objects to oneself
5. Share and take turns in activities

#### Positive Consequences

Take home chart and receive a special reward sticker

Marble jar - daily by class/treasure chest - daily by individual

Final reward for 50 marbles is treat (toy, food, extra recess)

#### Negative Consequences

1st time warning

2nd time 5 minutes Time Out

3rd time 10 minutes Time Out and walk at recess (playground perimeter)

4th time Time Out, walk at recess, and call to parents

Severe Clause Time Out, walk at recess, call to parents, and see principal

### **First Grade Behavior Management Plan**

#### **Rules:**

1. Follow directions and listen carefully.
2. Keep hands, feet, and objects to yourself.
3. Be prepared for class.
4. Work independently – no excessive talking or other disruptive behavior.
5. No copying or talking during a test.
6. Say only nice things to others.
7. Severe Clause

#### **Positive Consequences -**

1. Verbal praises
2. Sticker on behavior chart in planner at the end of each day for receiving no marks.
3. Individual Points: to reinforce positive behavior

The children will accumulate “punches” on their behavior card for good behavior. Once a set number is earned, the children trade in their punched card for a reward they had chosen to work towards. Examples of the positive rewards are: eating lunch in the lobby with a friend, being first to lunch, moving their desk for the day, reading a story to the class, or being first to the bus. Once a reward is earned, children choose another reward to work towards and the process starts over. The children will keep their behavior card at school in their supply box. If a child loses their behavior card, a new one will be given, but any “punches” that were on the lost card will not be transferred to the new card.

**Negative Consequences:**

First offense	Warning
Second offense	Walk 5 minutes during recess.
Third offense	Walk 10 minutes at recess and note is sent home.
Forth Offense	Serve a 10 minute “Time-Out” and note sent home.
Fifth Offense	Sent to the Principal’s Office and note sent home.
Severe Clause	Sent to the Principal’s Office and note sent home.

If a student gets 9 marks in one week, the following will happen:

First Offense	Isolated Lunch
Second Offense	Recess Detention
Third Offense	After School Detention

If a student receives an “Out of School Suspension,” that automatically disqualifies them to be Citizen of the Month for that particular month.

Four days of reaching the third offense in a month, disqualifies the student from getting the Citizen of the Month Award for that month.

**Second Grade Behavior Management Plan**

1. Keep hands, feet and objects to self
2. Follow directions in all areas of the school
3. Raise hand and wait to be called on
4. Walk and work quietly
5. Complete work independently and turn in on time

Positive Consequences:

- Verbal praise/celebration      Positive note/call to parent
- Choice of activity – students may trae in goal cards with required number of punches

Negative Consequences

- 1st time            Note in planner (warning)
- 2nd time           Note in planner √ (walk 5 minutes at recess)
- 3rd time           Note in planner √√ (isolated lunch and walk 5 minutes at recess)
- 4th time           Note in planner √√√ (student written letter of explanation of infractions, signatures of teacher, student and parent required in acknowledgement, isolated lunch and walk 5 minutes at recess)
- 5th time           Note in planner √√√√ (after school detention, student letter, isolated lunch and walk 5 minutes at recess)
- Severe Clause - discuss infraction with the principal

\*8 checks in a 5-day week will result in an after school detention.

**Third Grade Behavior Management Plan**

1.     Bring all supplies and planner to all classes.
2.     Raise hand to be recognized before speaking.
3.     Keep hands, feet, other body parts, objects and comments to yourself.
4.     Always follow directions as they are given.

Positive Consequences:

Individual tickets will be given to reinforce positive behaviors. These tickets may be exchanged for various rewards from which the student may choose.

Negative Consequences

- 1st time            Warning
- 2nd time           √     Discipline notice sent home
- 3rd time           √√    Isolated lunch and discipline notice
- 4th time           √√√   Isolated lunch, discipline notice and written response to behavior in classroom
- 5th time           √√√√ Parent call made by student, isolated lunch, discipline notice and written response to behavior in classroom
- Severe Clause    Immediately sent to Principal’s Office where detention may be assigned. Noon recess will be spent in third grade classroom, possible loss of special activities

Students having three incomplete assignments (I’s on the planner in one week will be required to serve an after school study hall.)

If a child’s behavior warrants, the child will be required to serve one hour in after school detention. You will be notified prior to keeping your child for detention or study hall. Parents will be expected to pick up their child after study hall or detention.

1. Follow directions
2. Keep hands, feet and objects to yourself
3. Hand in homework on time
4. Walk to and from class quietly
5. Give Put-ups only (positive comments & actions) -- No Put-downs (negative comments or actions)

Positive Consequences

Verbal praise  
Stickers, treats  
Notes to parents and teachers

Negative Consequences

1st time Verbal warning  
2nd time Name on board  
3rd time Note to teacher  
4th time Send back to class, call or send note to parents  
Severe Clause Send to principal

**Art Behavior Management Plan**

1. Follow directions
2. Keep hands, feet, objects to yourself
3. Stay in your seat unless you have permission to move
4. Do not leave room without permission
5. No name calling or teasing

Positive Consequences

Praise  
Bear on Ribbon - Written Statement of Praise  
Super Job Note to student  
Special Helper for teacher  
Line Leader

Negative Consequences

1st time Warning  
2nd time √ in grade book  
3rd time √ Write rule broken as reminder and an apology  
4th time √ in grade book - write rule - 5 minutes "Time Out" at recess  
5th time √ in grade book - write rule - 10 minutes "Time Out" - call home  
Severe Clause Send to principal

**Music Behavior Management Plan**

1. Follow all directions.
2. Raise hand to speak.
3. Keep hands, feet and objects to yourself.
4. Do not talk when the teacher is talking.
5. Use books, instruments and equipment carefully.

Positive Consequences

Praise  
Choose songs  
Visit to the Treasure Chest in the office  
Compliment given to homeroom teacher when the whole class behaves

### Negative Consequences

- 1st time        Warning
- 2nd time        Name on the board and “time out” in the classroom.
- 3rd time        One √        Loose 5 minutes recess time.
- 4th time        Two √√        Loose 10 minutes recess time.
- 5th time        Three √√√        Loose whole recess. Phone call to parent.
- Severe Clause Send to principal

### **Physical Education Behavior Management Plan**

1. Follow directions the first time they are given
2. Touch equipment only when given permission
3. Keep hands, feet, and objects to yourself
4. Do not talk when teacher is talking
5. Do not chew gum or eat food in class

Positive Consequences: Students who behave appropriately will be rewarded with choices of aerobic exercises and activities for the day.

### Negative Consequences

- 1st time        Student receives a warning
- 2nd time        Student is removed from activity
- 3rd time        Student’s parent is contacted
- 4th time        Student is sent to principal
- Severe Clause Any severe problem will be sent straight to the office.

### **Library Behavior Management Plan**

1. Follow directions the first time they are given
2. Keep hands, feet, and objects to yourself
3. Use a soft “library voice” when looking for books
4. Listen when the teacher is speaking or reading to class
5. No teasing or name calling

### Positive Consequences

- Praise
- Use of Beanbags
- Free reading time for book or a magazine
- Check out 1 extra book
- Read aloud to class (Student Reads)

### Negative Consequences

- 1st time        Warning
- 2nd time        5 minutes away from class (time out)
- 3rd time        “Time Out for remainder of class and name sent to homeroom teacher
- 4th time        Call parents or send letter home
- 5th time        Send to Principal
- Severe Clause Send to Principal

## **Computer Lab Behavior Management Plan**

1. Listen when teacher is speaking and follow directions the first time they are given
2. Keep hands, feet, and objects to yourself
3. Use a soft voice when working together
4. Use equipment properly. Do not play around with the equipment.
5. Be respectful and polite, no teasing or name calling

### Positive Consequences

Praise

Certificates

Visit to Treasure Chest in Office

Computer program of choice

Extra computer time

### Negative Consequences

1st time Warning

2nd time 5 minutes "Time Out"

3rd time Loss of Computer use for the remainder of class and name sent to teacher

4th time Call parents or send a note home

5th time Send to Principal

Severe Clause Send to Principal

## Appendix A : Behavior Management Plans – Upper Elementary

In order to provide our students with the excellent educational climate they deserve, the following classroom Behavior Management plans have been developed. **These plans are subject to revision in the fall of each year.**

These discipline plans were established to recognize and promote good behavior. Students who behave appropriately will be rewarded periodically with various types of incentives in the classrooms. Those who choose to behave inappropriately are aware of the consequences for their behavior.

Please review these plans with your child. It is in your child's best interest that we work together with regards to his/her education. Thank you for your cooperation and support.

### Library Behavior Management Plan

#### RULES

1. Use soft voice while in the library.
2. Do not run.
3. Keep hands, feet, and objects to yourself.
4. Follow directions the first time they are given.
5. Listen to the teacher when she is speaking

\*Any student who takes out a library book is responsible for returning the book or paying what it would cost to replace it.

#### CONSEQUENCES

If a student chooses to break a rule:

- 1st time: Warning  
2nd time: Time out from class  
3rd time: Parent contacted  
\*Severe clause: send to principal.

### Art Behavior Management Plan

#### RULES

1. Listen quietly and follow all directions.
2. Keep hands, feet, etc. to yourself.
3. Handle all tools/supplies correctly and put them back where they belong.
4. No student may leave the room without permission unless an emergency - report this when returning to class.

#### CONSEQUENCES

If a student chooses to break a rule:

- 1st time: Warning  
2nd time: Time out from class  
3rd time: Parent contacted  
\*Severe clause - send to principal.

### Music Behavior Management Plan

1. Follow all directions.
2. Raise hand to speak.
3. Keep hands, feet and objects to yourself.
4. Do not talk when the teacher is talking.
5. Use books, instruments and equipment carefully.

#### Positive Consequences

Praise

Choose songs

Compliment given to homeroom teacher when the whole class behaves

#### Negative Consequences

1st time	Warning
2nd time	Seating change and discipline notice sent to homeroom teacher
3rd time	Time out from class and discipline notice sent to homeroom teacher
4th time	Phone call to parents
Severe Clause	Send to principal

### **Physical Education Behavior Management Plan**

#### RULES

1. Follow directions the first time they are given.
2. Touch equipment only when given permission.
3. Keep hands, feet, and objects to yourself.
4. Do not talk when teacher is talking.
5. Do not chew gum or eat food in class.

#### CONSEQUENCES

If a student chooses to break a rule:

- 1st time: Warning  
 2nd time: Time out from class  
 3rd time: Parent contacted  
 \*Severe clause - send to principal.

### **Computer Lab Behavior Management Plan**

#### RULES

1. Keep hands, feet, objects to yourself.
2. Follow directions first time they are given.
3. Use materials & equipment properly.
4. No leaving class without permission.
5. Come prepared to class.

#### CONSEQUENCES

If a student chooses to break a rule:

- 1st time: Warning  
 2nd time: Time out from class  
 3rd time: Parent contacted  
 \*Severe Clause - send to principal.

# FOURTH GRADE POLAR PRIDE/POLAR CASH WEEKLY REPORT

NAME \_\_\_\_\_

DATE \_\_\_\_\_

## DISCIPLINE

FRI  
Polar Cash earned:  
\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

MON  
Polar Cash earned:  
\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

TUE  
Polar Cash earned:  
\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

WED  
Polar Cash earned:  
\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

THUR  
Polar Cash earned:  
\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

Total Polar Cash earned for discipline \_\_\_\_\_/\$25

Below 19 dollars: an after school detention may be assigned.

## DISCIPLINE LETTERS FOR INFRACTIONS ARE FOLLOWS:

- A. Not using study time wisely
- B. Inappropriate talking
- C. Not following teacher directions
- D. Showing disrespect through inappropriate words or actions
- E. Not keeping hands, feet, or objects to self. Not handling materials properly.
- F. Unprepared for class/Lost and Found
- G. Other

**Polar Pride Sheet (\*MUST BE RETURNED\*) and/or Misc. Forms**

\_\_\_returned \_\_\_not returned

**(Return Polar Pride by Tuesday of the following week. It is a ten dollar fee if it is not returned).**

## ASSIGNMENTS

FRI \_\_\_ Completed  
\_\_\_ Language Arts  
\_\_\_ Science  
\_\_\_ Math  
\_\_\_ Social Studies  
\_\_\_ Assignment Book

MON \_\_\_ Completed  
\_\_\_ Language Arts  
\_\_\_ Science  
\_\_\_ Math  
\_\_\_ Social Studies  
\_\_\_ Assignment Book

TUE \_\_\_ Completed  
\_\_\_ Language Arts  
\_\_\_ Science  
\_\_\_ Math  
\_\_\_ Social Studies  
\_\_\_ Assignment Book

WED \_\_\_ Completed  
\_\_\_ Language Arts  
\_\_\_ Science  
\_\_\_ Math  
\_\_\_ Social Studies  
\_\_\_ Assignment Book

THU \_\_\_ Completed  
\_\_\_ Language Arts  
\_\_\_ Science  
\_\_\_ Math  
\_\_\_ Social Studies  
\_\_\_ Assignment Book

Total Polar Cash earned for assignments \_\_\_\_\_/\$25

\*\*Polar Cash is earned each week. A possible \$50 per week can be earned. Bonus cash can be earned by grades on tests at the management's discretion. Students must pay monthly locker rental and save for a quarterly activity. See reverse side for details.

\_\_\_\_\_  
Parent signature

## FOURTH GRADE POLAR PRIDE/POLAR CASH PROGRAM GUIDELINES

Dear Parents,

In our efforts to keep you informed of your child's progress in school, we will be sending you this assignment and discipline report sheet each week on Friday. When you receive the sheet please discuss it with your child. Sign the sheet and return it to school. Students must return the signed Polar Pride sheet in order to avoid paying a Polar cash fee.

1. To participate in the quarterly reward activity, a student must earn above \$23 on both sides of their Polar Pride for 7 out of 9 weeks.
2. Students are required to take all necessary work and materials with them when changing classes. Students will be able to go to their lockers in the morning before school and again before lunch. Any items left in the classrooms will be placed in the lost/found and students will lose a discipline point.
3. In an effort to be fair to all students, phoning home for "forgotten" assignments is not permitted. Many parents work and are unable to bring in the assignments. If a student "forgets" all his/her work at home, each assignment due that day is counted as a missing assignment. We are trying to encourage and develop student responsibility and planning.
4. Students are required to turn all work in on time. Late assignments will result in a loss of a point on the Polar Pride sheet, as well as Polar Cash. However, all assignments may be turned in late for full credit.
5. If a student is absent, it is his/her responsibility to turn in the missing work within the allotted time. If it is not turned in, the assignments will be counted as a missing or late assignment.
6. Students have been reminded of ways that they can help themselves from an incomplete assignment if they forgot their worksheets, textbooks or other assignment materials. The student can be brought back to the school to pick up the materials by 4:00 PM. Students can also call friends and borrow their books. If worksheets, papers, etc. are lost, students can copy the questions from another student's sheet. Teachers do accept these "save" papers. (This problem should not be one that occurs on a regular basis.)
7. Any student that is referred to the office for behavior infractions will automatically lose all discipline points for the day. Students who have been assigned in-school suspension or out-of-school suspension will also lose the quarterly activity.
8. Students may also earn Polar cash at the discretion of the fourth grade teachers by demonstrating good behavior, performing a classroom job, and earning exceptional grades, among others.
9. Students will have a Polar cash bank book that they will be expected to be responsible for. They can deposit and/or withdraw Polar cash on a once-weekly basis. Students may also budget their Polar cash to spend on classroom supplies and rewards, and must manage their funds to pay a monthly "locker rental" fee.

# 5<sup>th</sup> GRADE POLAR PRIDE WEEKLY REPORT

## ASSIGNMENTS

FRI:  completed  not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Spelling \_\_\_\_\_

MON:  completed  not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Spelling \_\_\_\_\_

TUE:  completed  not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Spelling \_\_\_\_\_

WED:  completed  not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Spelling \_\_\_\_\_

THU:  completed  not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Spelling \_\_\_\_\_

Comments: \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### DISCIPLINE

FRI

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

MON

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

TUE

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

WED

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

THUR

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

**Polar Pride Sheet (\*MUST BE RETURNED\*)**

\_\_\_ returned \_\_\_ not returned

Total points earned for discipline \_\_\_\_\_/25

### Discipline Points Earned

23-25 - Polar Bear Paw Earned

22 or Below - Report to Lunch Study Hall

3 Lunch Study Halls during any one quarter - after school detention

**Bear Paw**

**Lunch Study Hall**

**After School Detention**

### DISCIPLINE INFRACTIONS ARE AS FOLLOWS:

- A. . Not using study time wisely.
- B. Inappropriate talking.
- C. . Not following directions.
- D. Showing disrespect through inappropriate words or actions.
- E. Not keeping hands, feet, or objects to self.  
Not handling materials properly.
- F. Unprepared for class/ missing assignment.
- G. Other – explained by note of phone call

Parent Signature: \_\_\_\_\_

## FIFTH GRADE POLAR PRIDE PROGRAM GUIDELINES

Dear Parents,

In our efforts to keep you informed of your child's progress in school, we will be sending you this assignment and discipline report sheet each week on Friday. When you receive the sheet please discuss it with your child. Sign the sheet and return it to school.

1. Students are required to take all necessary work and materials with them when changing classes.
2. Homework or class assignments involving knowledge level questions are often given where answers should be looked up in the textbooks. On these types of assignments, a grade of less than 60% is counted as an incomplete assignment. This percentage guideline may also apply to some classroom tests.
3. A student must show a reasonable attempt to complete all sections or questions on an assignment, otherwise it will be counted as incomplete. If, however, this assignment is used as a grade in the grade book, the completed portion of the assignment will be scored. The incomplete problems will be counted as incorrect answers. (When requested, calculations on math assignments must be shown to be considered a complete assignment.) A student must put forth effort to complete accelerated reader books. A score of less than 50% on an AR will count as 3 missed assignments as students have 3 or more weeks to complete this assignment (EX. 50% on AR = one missed assignment, 40% on AR = three missed assignments). One AR assignment will be assigned at least every 3 weeks.
4. In an effort to be fair to all students, phoning home for "forgotten" assignments is not permitted. Many parents work and are unable to bring in the assignments. We are trying to encourage and develop student responsibility and planning.
5. Students may return to the building before 4:00 to obtain any worksheets, textbooks or assignment materials. Students can also call friends and borrow their books. If worksheets, papers, etc. are lost, students can copy the questions from another student's sheet.
6. Students exhibiting chronic and/or severe behavior such as fighting, unacceptable language, classroom disruption, or teacher disrespect may be assigned after school detention, multiple lunchtime study halls, or sent to the principal.
7. The signed Polar Pride sheet and Friday Folder must be returned the following week. If it is not returned by Thursday the student will not earn a check towards their Quarterly Activity.
8. To earn the quarterly reward activity, a student must have 7 out of 9 checks for each quarter. If a student is suspended at any time during a quarter, the quarterly reward activity is automatically forfeited.
9. Students who do not qualify for quarterly activities will be assigned a work/discussion session during this time.
10. Missed assignments will be indicated on the discipline side of the Polar Pride as a letter E (not prepared for class).

# SIXTH GRADE POLAR PRIDE WEEKLY REPORT

## ASSIGNMENTS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### DISCIPLINE

FRI

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

MON

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

TUE

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

WED

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

THUR

Points earned:

\_\_\_ 5 \_\_\_ 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_ 0

**Polar Pride Sheet (\*MUST BE RETURNED\*)**

\_\_\_ returned \_\_\_ not returned

**\*Return Polar Pride by Thursday of the following week. 5 points will be deducted if not returned.**

Total points earned for discipline \_\_\_\_\_/25

### Discipline Points Earned

23-25 - Polar Bear Paw Earned

20 or Below - Report to Lunch Study Hall

3 Lunch Study Halls during any one quarter - after school detention

**Bear Paw**

**Lunch Study Hall**

**After School Detention**

### DISCIPLINE INFRACTIONS ARE AS FOLLOWS:

1. Not using study time wisely.
2. Inappropriate talking.
3. Not following directions.
4. Showing disrespect through inappropriate words or actions.
5. Not keeping hands, feet, or objects to self.  
Not handling materials properly.
6. Unprepared for class/lost and found/missing assignment.

Parent Signature: \_\_\_\_\_

FRI: \_\_\_ completed \_\_\_ not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

MON: \_\_\_ completed \_\_\_ not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

TUE: \_\_\_ completed \_\_\_ not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

WED: \_\_\_ completed \_\_\_ not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

THU: \_\_\_ completed \_\_\_ not completed

LA: \_\_\_\_\_

Math: \_\_\_\_\_

Soc St: \_\_\_\_\_

Sci: \_\_\_\_\_

Comments:

## SIXTH GRADE POLAR PRIDE PROGRAM GUIDELINES

Dear Parents,

In our efforts to keep you informed of your child's progress in school, we will be sending you this assignment and discipline report sheet each week on Friday. When you receive the sheet please discuss it with your child. Sign the sheet and return it to school. Students must return the signed Polar Pride sheet in order to earn a bear paw.

1. The signed Polar Pride sheet must be returned by Thursday. If it is not returned by Thursday, 5 discipline points will be deducted.
2. Students receiving 25-23 Polar Pride points during the week will receive a bear paw.
3. Students receiving 20 or below Polar Pride points during the week will be assigned a lunch study hall.
4. Students that have been assigned 3 lunch study halls during a quarter will be given an after school detention.
5. The quarterly reward activity will be earned by students receiving 7 out of the 9 weekly bear paws.
6. The following discipline infractions will result in an automatic 5 point deduction from the Polar Pride: chewing gum, use of electronic music devices and cell phones, cheating, fighting, and poor behavior choices for a substitute teacher.
7. Any student that is referred to the office for discipline infractions will automatically lose all discipline points for the day. Students who have been assigned in-school suspension or out of school suspension will also lose the quarterly activity.
8. Students who do not qualify for participation in the quarterly activities will be assigned a work/study session during these times.
9. Students must earn at least 80% of his/her Polar Pride points in order to earn special privileges such as extra activities in and out of the classroom.
10. Students are required to take all necessary work and materials with them when changing classes. The students will be able to go to their lockers before school and after lunch. Any items left in the classrooms will be placed in the lost/found and students will be given a discipline slip.
11. In an effort to be fair to all students, phoning home for "forgotten" assignments is not permitted. Many parents work and are unable to bring in the assignments. If a student "forgets" all his/her work at home, each assignment due that day is counted as an incomplete assignment. We are trying to encourage and develop student responsibility and planning.
12. Students are required to turn all work in on time. Students will be given a discipline slip for incomplete assignments. When returning to school from an absence, it is the responsibility of the student to get their absent work from their homeroom teacher and complete it within the allotted time.
13. Those students who show chronic difficulty in completing assignments may be placed on a signed daily planner. This is a great way for parents and teachers to communicate daily.

## **APPENDIX B – COUNTERFEIT CONTROLLED SUBSTANCE**

Sec. 2925.01

(P) “COUNTERFEIT CONTROLLED SUBSTANCE” means any of the following:

- (1) Any drug that bears, or whose container or label bears, a trade name, or their identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- (2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
- (3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- (4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Sec. 2925.37

- (A) No person shall knowingly possess any counterfeit controlled substance.
- (B) No person shall knowingly make, sell, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
- (C) No person shall make, possess, sell, offer to sell, or deliver and punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
- (D) No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of eighteen.
- (E) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
- (F) No person shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. As used in this section, “Advertise” means engaging in “Advertising” as that term is defined in Division (A) (12) of section 3715.01 of the revised code.
- (G) Whoever violates Division (A) of this section is guilty of possession of counterfeit controlled substances, a misdemeanor of the first degree. If the offender has previously been convicted of an offense under this chapter, possession of counterfeit controlled substances is a felony of the fourth degree.
- (H) Whoever violates Division (B) or (C) of this section is guilty of trafficking in counterfeit controlled substances, a felony of the fourth degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substances is a felony of the third degree.
- (I) Whoever violates Division (D) of this section is guilty of aggravated trafficking in counterfeit controlled substances, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substance is a felony of the second degree.
- (J) Whoever violates Division (E) of this section is guilty of promoting and encouraging drug abuse, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, promoting and encouraging drug abuse is a felony of the second degree.
- (K) Whoever violates Division (F) of this section is guilty of fraudulent drug advertising, a felon of the fourth degree. If the offender has previously been convicted of an offense under this chapter, fraudulent drug advertising is a felony of the third degree. This section shall not apply to a practitioner, pharmacist, owner of a pharmacy, or other person whose conduct is in accordance with Chapters 3715, 4715, 4729, 4735, and 4741 of the revised code.

## **Appendix C – Annual Notification Required for Buildings Containing Asbestos**

The Margareta Board of Education retained the services of Martin Brumbaugh, a federally trained and licensed asbestos inspector, to perform a thorough asbestos inspection and to develop a complete management plan which will meet all federal, state and local requirements. The inspection report and management plan was formally accepted by the Board of Education on Oct. 10, 1988 and mailed to the State Department of Health on the same day. The plan has been approved by the EPA. A copy of this extensive report is on file in the superintendent's office for public inspection. It is reviewed on an annual basis.

Nearly all of the asbestos in our schools is located in ceiling plaster. Asbestos was encouraged to be used as a fire retardant in much of the construction which took place during the mid to late 1950's and early 1960's. Most of the remaining asbestos will be found in a plaster type coating covering the boilers and some steam pipe lines. A reinspection to monitor the condition of our asbestos-containing materials will be conducted every six months by a trained member of our staff and every three years by a certified, outside inspector.

The inspector rated all asbestos containing materials on a scale of 1 (lowest) to 7 (highest). Most of the asbestos in our schools was rated as 3 or 4 which means it is in a stable, non-threatening condition, given proper care and maintenance.

**Appendix D**

Margaretta Local School District  
Annual Parent Notification  
Right to Request Teacher Qualification  
Home Language Survey

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are a part of the No Child Left Behind Act of 2001. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- A. if the teacher has met state licensing requirements for grade level and subjects in which the teacher is providing instruction;
- B. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- C. the type of college degree major of the teacher and the field of discipline for any graduate degree or license; and
- D. if your child is receiving Title I services from a paraprofessional and, his/her qualifications.

If you would like to request this information, please contact your child's school.

If your child first-learned or home language is anything other than English please contact your school office for a Home Language Survey.

Grades K-6	Margaretta Elementary	419-684-5357
Grades 7-12	Margaretta High School	419-684-5351

Sincerely,

Ed Kurt  
Superintendent

## Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s educational records.

These rights are:

- (1) The right to inspect and review the student’s educational records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

These rights transfer from parents to student who is 18 years old or emancipated minor under state law.

Margaretta Local Schools has adopted policies regarding these rights, as well as arrangements to protect students privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information in distribution purposes. Margaretta Local Schools will annually notify parents of these policies. Margaretta Local Schools will make this notification at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys. For surveys or activities scheduled after the start of the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by the education department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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



## Appendix F

### COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Margarett Local School District is pleased to make available to all district employees and students, access to interconnected computer systems within the district and to the internet, the world wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Margarett Local School District to be able to continue to make its computer network and internet access available, all district employees and students must take responsibility for appropriate and lawful use of this access. All district employees and students must understand that one individual's misuse of the network and internet access may jeopardize the ability of all to enjoy such access. While teachers and staff members are responsible for supervision of network and internet access, all district employees and students must cooperate in exercising and promoting responsible use of this access.

Upon reviewing, signing, and returning this Policy and Agreement, students and district employees will be given access to the network and internet access at school and will agree to follow the policy. If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. The Margarett Local School District cannot provide access to any student who, if 18 or older, or any user who fails to sign and submit the policy to the school as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and internet use. If you have any questions about these provisions, you should contact the District Technology Coordinator to respond to your questions. If any user violates this Policy and Agreement, the individual's access will be denied, if not already provided, or withdrawn and she/he may be subject to additional disciplinary action.

#### **I. Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

#### **II Term of the Permitted Use**

As part of the educational process we understand that students and district employees should have access to educational material and by signing and returning this form, the students and district's employees will be granted that access. Students will be asked to sign a new Policy and Agreement each year during which they are students in the Margarett Local School District before they are given access.

#### **III. Purpose and Use**

A. The school district is providing access to its computer networks and the internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the District Technology Coordinator or the person(s) supervising the activity to help you decide if a use is appropriate. No web browsing software which bypasses the filtering system can be installed on computers used or located within the Margarett Local School District.

B. Netiquette. All users must abide by rules of network etiquette, which include:

1. Use of appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't use language that is offensive to others, or make ethnic, sexual preference of gender-related slurs or jokes.
2. Be safe. In using the computer network and internet, do not reveal personal information such as your home address and telephone number.
3. Uses that violate the law or encourage others to violate the law.

Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Margaretta Local School District's Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and down load or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

4. Uses that cause harm to others or damage to their property.

For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the internet; upload worms, viruses, Trojan horses, time bombs, chain letters or other harmful programming or vandalism. Don't disclose or share your password with theirs; don't impersonate another.

5. Uses that access controversial or offensive materials. It is understood that access is designed for educational purposes and precautions have been taken to eliminate controversial material. However, it is also recognized it is impossible to restrict access to all controversial materials and every user must take responsibility for his/her use of the computer network and internet and stay away from these sites.
6. Uses that are commercial transactions, product advertisement, or political lobbying.

#### **IV. Privacy**

Electronic transfer and storage of information is provided as a tool for your education. The Margaretta Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Margaretta Local School District and no user shall have any expectation of privacy regarding such materials.

#### **V. Failure to Follow Policy and Breach of Agreement**

The use of the computer network and internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, shall at a minimum, have his/her access to the computer

network and internet terminated, which the Margaretta Local School District may refuse to reinstate for the remainder of the user's tenure in the Margaretta Local School District. A 12. Follow specific directions and instructions of playground supervisors at all times user breaches his/her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy and agreement if he/she permits another to use whose access has been denied or terminated. The Margaretta Local School District may take other disciplinary action.

## **VI. Warranties/Indemnification**

The Margaretta Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this Policy and Agreement, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Margaretta Local School District, Northern Ohio Educational Computer Association that provides the computer and internet access opportunity to the Margaretta Local School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the internet, whether that use is on a school computer or on another's outside the school district's network.

## **VII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology.

**THE INTERNET USAGE AGREEMENT WILL BE SENT HOME WITH STUDENTS FOR PARENTAL SIGNATURE OR CAN BE ACCESSED ON THE MARGARETTA WEBSITE [WWW.MARGARETTA.K12.OH.US](http://WWW.MARGARETTA.K12.OH.US)**