

Liberty-Benton Elementary School Student/Parent Handbook

“Where Eagles Learn to Soar!”

Welcome to Liberty-Benton Elementary School. We are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

Elementary Office Staff:

**Brian J. Burkett, Principal
Ken Horstman, Dean of Students
Barb Gazette, Guidance Counselor
Susie Stennett, Secretary
Kim Cook, Secretary
Susan Wright, EMIS Coordinator/Secretary**

Office Phone: (419) 422-9161

District Personnel:

**Dennis L. Recker, Superintendent
Dawn Granger, Secretary
Lisa Dobbins, Treasurer
Val Kaufman, Assistant Treasurer
Terri Heiser, Assistant Treasurer**

Office Phone: (419) 422-8526

School Year 2008-2009

**Adopted by the Board of Education on July 21, 2008
Code of Conduct (including Discipline Code) adopted by the
Board of Education on July 21, 2008**

2008-2009 Elementary School Calendar

Mr. Brian J. Burkett, Principal
 Mr. Kenneth P. Horstman, Dean of Students
 School Number (419) 422-9161
www.noacsc.org/hancock/lb/

August 19	Tuesday	First Day of School
August 27 - 29	Wed. – Fri.	NO SCHOOL – Hancock County Fair
September 1	Monday	Labor Day
September 2	Tuesday	Classes Resume
September 10	Wednesday	Picture Day (All Classes)
September 19	Friday	Two Hour Delay – Collaboration
September 26	Friday	Elementary Interim (Midterm)Progress Reports go home
October 9	Thursday	COSI on Wheels
October 13	Monday	NO SCHOOL – Teacher In-service day.
October 16	Thursday	Picture Retake Day
October 18	Saturday	School Carnival (Hours 3:00 PM – 7:00 PM)
October 24	Friday	End of 1 st Grading Period
October 31	Friday	Elementary Fall Parties 2:30 p.m.
November 3	Monday	Elementary Progress Reports (Report cards) go home
November 10	Monday	Two Hour Delay – Collaboration
November 14	Friday	Kindergarten Progress Reports go home
November 20	Thursday	Parent / Teacher Conferences 5:30 – 8:30
November 24-25	Mon. Tues.	Parent/Teacher Conferences (Monday Eve & Tuesday)
November 25-28	Tues.-Fri.	NO SCHOOL – Thanksgiving Vacation
December 2	Tuesday	Two Hour Delay – Collaboration
December 5	Friday	Elementary Interim (Midterm)Progress Reports go home
December 8-11		PTO Winter Book Fair
December 17	Wednesday	Mobile Dentist Day
December 19	Friday	Elementary Classroom Winter Parties 2:30 p.m.
December 22-Jan. 2		NO SCHOOL – Winter Break
January 5	Monday	School Resumes
January 16	Friday	End of 2 nd Grading Period and Semester 1
January 19	Monday	NO SCHOOL – Martin Luther King Day
January 26	Monday	Elementary Progress Reports (Report cards) go home
February 13	Friday	Elementary Classroom Valentine’s Parties 2:30
February 16	Monday	NO SCHOOL – President’s Day
February 20	Friday	Elementary Interim (Midterm)Progress Reports go home
February 27	Friday	Kindergarten Progress Reports go home
March 4	Wednesday	Two Hour Delay – Collaboration
March 20	Friday	End of 3 rd Grading Period
March 24	Tuesday	Spring Pictures (All Classes)
March 30	Monday	Elementary Progress Reports (Report cards) go home
April 9-April 13		NO SCHOOL – Spring Break
April 14	Tuesday	School Resumes
April 24	Friday	Elementary Interim (Midterm)Progress Reports go home
May 7	Thursday	Two Hour Delay – Collaboration
May 25	Monday	NO SCHOOL – Memorial Day
May 28	Thursday	Last Day of School for Students /End of 4th Grading Period
May 29	Friday	Teacher Workday
June 5	Friday	Elementary Progress Reports mailed to all students

MAKE-UP DAYS FOR WEATHER/CALAMITY WILL BE AS FOLLOWS:

May 29, June 1-4

(Note: This is not a complete list of school events)

An Introduction from the Principal

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. It will help to provide you with an over-all picture of how the school functions. This handbook contains important information that you are responsible for knowing. Please take a few minutes to review the contents with your child. If you have any questions that are not addressed in this handbook, you are encouraged to talk to one of your child's teachers, our Dean of Students, or the principal.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit your child's class, attend your child's programs, and become an active participant in the PTO and its volunteer programs. We are here to help provide the best educational experience possible for your child. Your cooperation and active participation is essential to your child's success and the success of our school.

Mr. Brian J. Burkett
Elementary Principal

District Mission Statement

The mission of the Liberty-Benton Local School District is to equip all students for a life of learning and responsible citizenship in a caring and progressive environment.

Elementary Mission Statement

Liberty-Benton Elementary School's mission is to facilitate the maximum level of learning for every student in a respectful, caring and safe environment.

Philosophy of Liberty-Benton Elementary School

Adopted 11-5-80 (Reviewed annually)

The school should provide a safe, wholesome environment where each student develops his/her individual capabilities to the greatest extent possible. As members of the school learning community, students should learn the skills and develop the habits and attitudes that will aid them in being a credit to themselves and to society.

As a school, we envision and expect our students to perform at levels that exceed or are equal to their abilities in all areas of achievement. We will promote high expectations for students in all areas including achievement, fine arts, physical fitness and health, citizenship, and service. We will commit the necessary resources, in a fiscally responsible manner, to establish and maintain a(n):

- Respectful, caring and safe environment
- Researched-based, student focused instruction
- Data-based decision making
- Collaboration focused on improving student learning
- Active partnership with parents and our community

It is the **educators' responsibility** to lead and assist each child as he/she develops his/her individual character, personality, and self image and grows to his/her potential. At Liberty-Benton every child is important. It is the **students' responsibility** to recognize and accept challenges as they are presented and to put forth the effort necessary for success. Students should communicate with teachers when help is needed. It is the **parents' responsibility** to recognize that education is not limited to the learning that takes place at school. The parent is responsible for attempting to provide a home atmosphere that is conducive to the continuous educational growth of the child and is supportive of the child's efforts at school. In conclusion, the education of children is a cooperative effort of school, home and society with the student as the focal point. Therefore, parental participation and community involvement are welcomed and encouraged at Liberty-Benton Elementary School.

Equal Education Opportunity

It is the policy of this District that educational programs and activities are provided without regard to race, color, creed, national origin, religion, ancestry, gender, handicap or social/economic background.

Questions, complaints, or requests for information should be directed to the elementary principal in writing.

People You Should Know

Board of Education:

Anita Schoonover, President
Dana Morgan, Vice-president
Vern Strong
Scott Rhodes
Terry Terhark

District Administration:

Dennis L. Recker, Superintendent
Brenda Frankart, High School Principal
Bruce Otley, Middle School Principal
Brian Burkett, Elementary School Principal
Ken Horstman, Dean of Students

Elementary Teachers (with email addresses)

Kindergarten:

Lisa Ackerman (lackerman@lb.noacsc.org)
Donna Favor (dfavor@lb.noacsc.org)
Denise Lytle (dlytle@lb.noacsc.org)
Kathy Miller (kmiller@lb.noacsc.org)

First Grade:

Deb Green (dgreen@lb.noacsc.org)
Vicki Jones (vjones@lb.noacsc.org)
Vickie McCreight (vmccreight@lb.noacsc.org)
Carrie McMillen (cmcmillen@lb.noacsc.org)

Second Grade:

Jenny Fish (jfish@lb.noacsc.org)
Lori McDaniel (lmcdaniel@lb.noacsc.org)
Deb Mihalik (dmihalik@lb.noacsc.org)
Bonnie Orians (borians@lb.noacsc.org)
Kathy Mersch (kmersch@lb.noacsc.org)

Third Grade:

Laurie Adams-Cover (laurie@lb.noacsc.org)
Donna Harris (dharris@lb.noacsc.org)
Andrea Slezak (aslezak@lb.noacsc.org)
Jordan Hamilton (jhamilton@lb.noacsc.org)

Fourth Grade:

Jody Bixler (jbixler@lb.noacsc.org)
Deb Ebert (debert@lb.noacsc.org)
Angie Garlock (agarlock@lb.noacsc.org)
Jennifer Harraman (jharra@lb.noacsc.org)
Heagan Sparling (hsparling@lb.noacsc.org)

Fifth Grade:

Mike Hocanson (mhocanson@lb.noacsc.org)
Kelley Lackey (klackey@lb.noacsc.org)
Brian Niemeyer (bniemeyer@lb.noacsc.org)
Lisa Whitaker (lwhitaker@lb.noacsc.org)
Lori Nichols (lnichols@lb.noacsc.org)

Intervention Specialist:

Rhonda Fawcett (rfawcett@lb.noacsc.org)
Tonya Gierke (tgierke@lb.noacsc.org)
Julie Newman (jnewman@lb.noacsc.org)
Sharon Shoemaker (sshoemaker@lb.noacsc.org)
Desarae Patterson (dpatterson@lb.noacsc.org)

Gifted & Talented:

Karen Walker (kwalker@lb.noacsc.org)
Kathleen Tarbet (ktarbet@lb.noacsc.org)

Physical Education:

Denise Matson (K-3) (dmatson@lb.noacsc.org)
Tim Nichols (4-5) (tnichols@lb.noacsc.org)

Pre-School Program:

Jane Cassidy (jcassidy@lb.noacsc.org)

Art:

Lisa Ruggiero (K-3) (lruggiero@lb.noacsc.org)
Carrie Arnold (Gr.4-5) (carnold@lb.noacsc.org)

Title I Reading:

Carol Waldman (cwaldman@lb.noacsc.org)
Nancy Cramer (ncramer@lb.noacsc.org)

Music:

Diane Norris (K-3) (dnorris@lb.noacsc.org)
Mary Jo McFarlane (4-5) (mmcfarlane@lb.noacsc.org)

Computer Teacher:

Nancy Cramer (3-5) (ncramer@lb.noacsc.org)

Library:

Alida Hause (ahaus@lb.noacsc.org)

Guidance Counselor:

Barb Gazette (bgazette@lb.noacsc.org)

Speech & Language:

Jenny Welte (jwelte@lb.noacsc.org)

Absence/Attendance Policy

Regular attendance is an important factor in promoting school success. To encourage regular attendance, students who miss no more than three excused days during the year are eligible for an excellent attendance award and students who miss zero days and have zero days tardy are eligible for a perfect attendance award.

A tardy will be issued to any student that arrives late to school after 9:00 a.m., but prior to 10:45 a.m. Students arriving after 10:45 a.m. but prior to 12:15 p.m. will be considered absent for ½ day. Students arriving after 12:15 p.m. will be considered absent for the full day. Students leaving the building after 1:45 p.m. will be issued an early release unless a physician’s note (doctor, dentist, counselor, etc.) is received upon returning to school. Failure to provide this note from your physician’s office will result in an early release, which is treated the same as a tardy. Students arriving to school late in the morning will also be considered tardy unless a physician’s note is received.

Attendance records are monitored. Students who have an exceptionally large number of absences may need to speak to the Dean of Students and/or the principal. Parents will be contacted to become involved. A student may be excused with a parent’s written note for illness, vacation, etc. However, for an excessive number of absences, the principal has the authority to require a doctor’s note verifying the absence. Once a student accumulates 10 absences, tardies, and/or early releases for any reason, parents will receive a letter stating that the student has reached this level and attendance is a concern. **When a student accumulates 15 absences and/or tardies, regardless of the reason and including vacation time, parents will receive a letter stating that the student will need a doctor’s note in order to have any additional absences be considered excused.** Absences and/or tardies past this point, without a doctor’s excuse will be considered “unexcused” and/or truant. Any absences with a doctor’s excuse will not count in the 15-day total. If your child is absent and does see a doctor, you are required to send in a copy of the doctor’s note so that it can be noted in your child’s file. Excessive absence can trigger the steps listed in Appendix E (Truancy Steps as permitted by Ohio Revised Code).

When students are tardy or returning to school, a parent or guardian must bring the student to the office and sign them in. Students are not permitted to come into the building on their own. Students must be signed out by a parent or guardian when leaving school. Students are not permitted to meet anyone outside of the building.

Note: Students will be assigned a detention for every 5 tardy/early release times accumulated.

Below is an outline of the school’s course of action for tardy/early release and/or absences:

Number of tardies/early releases/absences	Course of Action
10	Warning letter sent to parents notifying the number of student tardies/early releases/absences. Parent conference held with Dean of Students and/or Principal
15	Step I Excessive Absence/Truancy filed * Parent conference held with Dean of Students and/or Principal
Each additional tardy/early release/absence Beyond 15 without a medical excuse.	Step II, III, IV, V Excessive Absence/Truancy filed respectively. *

* Detentions, Saturday Schools, or other forms of discipline will be assigned for this step as well.

****Early Release times carry the same impact as a tardy.** When a student leaves the building after 1:45PM without a medical note/doctor appointment pass, an early release will be issued.

If your child is going to be absent, you MUST phone the elementary office at 422-9161 before 9:00 a.m. (Missing Children’s Act Section 3313.205 ORC). If it is before school hours, you may leave a voice mail message.

When you call, you must include the following information:

- A. Student's name
- B. Teacher’s name
- C. Day(s) of the absence
- D. Reason for the absence
- E. Name of the person calling.

If no contact was made, upon returning to school, the student must have a written note signed by the parent or guardian. This note should include the following information:

- | | |
|----------------------|---------------------------|
| A. Student's name | D. Reason for the absence |
| B. Date | E. Parent Signature |
| C. Day(s) of absence | |

Failure to notify the office when your child is absent (by phone prior to the absence or by note the day returning to school after the absence) will result in an unexcused absence.

If a student arrives at school late or leaves early, these guidelines are followed:

- a) Arrival to school between 9:00-10:45 a.m. will be considered a tardy.
- b) Arrival to school between 10:45 a.m. and 12:15 p.m. will be counted as one-half day absent.
- c) Leaving school between 12:15 p.m. and 1:45 p.m. and not returning will be counted as one-half day absent.
- d) Leaving school after 1:45 p.m. without a doctor's excuse will be considered an early release
- e) Leaving at anytime which results in more than 1 hour 59 minutes of school missed will be counted as an absence.

It is realized that there are times when a student absence is unavoidable. The only acceptable excuses for absence from school or class will be:

- a) personal illness/injury or quarantine (a written physicians statement verifying the illness may be required)
- b) illness or death in the immediate family
- c) observation or celebration of a bona fide religious holiday
- d) recovery from an accident
- e) required court attendance
- f) head lice (Limited to 1 day for treatment)
- g) such good cause as may be acceptable to the principal

The following are examples of absences from school which are considered "unexcused":

- a. shopping/personal business
- b. missing the bus
- c. oversleeping
- d. car problems
- e. baby-sitting
- f. court placement
- g. out-of-school suspension/truancy/expulsion

For purposes of make-up work, students are given one day to complete make-up work for each day they are absent. For example, if a student is out 2 days of school, they will be given 2 days to make-up their work for full credit.

Accelerated Reader (AR)

Accelerated Reader, also known as "AR", is a computerized learning enrichment program that assesses the quantity and quality of independent reading for students. It has been used in schools for over 20 years and has been very successful in motivating students to read and challenge themselves. AR allows each student to progress at his/her own pace and level of reading ability. This program is used to enrich our reading program and foster a love of reading for our students. Accelerated Reader provides a framework to supply self-selected, independent reading material for our students. This is an important component of the national researched-based literacy model.

The program is for all students in grades 2-5. Also, first grade students who are already reading can access AR as a form of enrichment to their reading program. All first grade students will begin using the program second semester of the school year for self-selected reading. Books located in the library, as well as individual classrooms that are included in the AR program, are marked with reading level and number of

points the book is worth. Students select from a wide variety of AR books at their independent reading level. The students' reading levels are determined by a computerized test called the STAR Reading Test that is given at various times of the year. Additionally, teachers monitor student reading levels and may adjust the reading level throughout the school year as well.

As soon as students have finished reading a book either in class or at home, they can take an independent reading practice quiz (five to ten questions) on the computer in the classroom, library, or computer lab, to assess reading comprehension. Both the student and teacher get immediate, individualized feedback which encourages ongoing reading. The students earn a certain number of points, depending on how many of the test questions they answer correctly and the difficulty of the book. The program tracks their progress over the course of the school year and generates reports for the students and teachers.

A Student Record Report is generated showing the scores of specific tests and indicating the number of tests passed/taken during the quarter as well as year-to-date. This report also shows the average book level at which a student has been reading. This is a reading level, not a grade level. Also, the average percent correct for the quarter and year-to-date is listed. The goal is 85%. A lower percent means the books may be too difficult (frustrating) or may not have been read thoroughly. Consecutive, high percent scores (95-100%) may mean the books are too easy and not challenging enough.

Students are required to read a certain number of points based on their own personal goals for grades 3-5. Please be aware that each grade level has a procedure in place for working with Accelerated Reader. Teachers will send home an informational sheet about AR at the beginning of the school year. Please consult your child's teacher if you have any questions or concerns regarding AR during the year.

Accidents

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do happen during school hours. If a minor accident does occur, the adult who is responsible for supervising this student completes an accident form so the principal is aware of the situation. However, if an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Card that has been completed by his/her parents at the beginning of the school year. It is essential that parents keep the office informed of any changes in emergency information.

Admission

Parents of new students should contact the Elementary Office 419-422-9161 to schedule an appointment to complete registration.

The Ohio Revised Code states that children are to attend public school in the district in which their parents or legal guardians reside. "Residency," for purposes of definition within this policy, shall be defined as something more than a superficial residence. It will be defined as a place where important family activities take place during significant parts of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called "home," except in the case where the parents are legally separated or divorced, in which case residency will be determined by the residency of the parent with legal and residential custody.

Students transferring from another school will normally be placed in the grade level recommended by the previous school. We will request that official records be sent to us within fourteen days in order to meet each child's needs as quickly as possible.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate, social security card, proof of having received or being in the process of receiving required immunizations, and custody information (original and complete copy of any court document), if applicable. This information must be

provided at the time of enrollment or within 24 hours thereof. If such records are not provided within 14 days upon starting school, the principal will file a potential missing persons report with the Hancock County Sheriff's Department. Also, parents/guardians are required to notify the school of any changes to any custody information.

Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control in all aspects.

Announcements

Each morning pertinent announcements are made over the public address system to all classrooms. Organizations that wish to have announcements made must have announcements in written form signed by a responsible adult. Announcements need to be in the elementary office by 8:45 a.m. Announcements will be made daily promptly at 9:00 a.m. Announcements at other times of the day are not regularly scheduled and will occur only when absolutely necessary with the approval of an administrator.

Appointments

Although many parents try to secure appointments outside of the school day so to minimize lost learning time, it is understandable that students may need to miss school due to an appointment (doctor, dentist, orthodontist, counselor, psychiatrist, etc.). Students arriving late to school, leaving during the day to return later, or leaving early from school for an appointment must bring a note back to the school from their appointment to be considered excused. Students who return without a note will be considered tardy, early release, or absent (whichever applies) for the time they are out of school. It would be extremely helpful if you would please send a note or contact the office regarding appointments, so we can have your child ready for pick-up or inform the teacher of the approximate time your child will be coming to class.

Assemblies

Periodically throughout the school year, assembly programs are presented to the student body. These assemblies are free of charge or the expenses involved, are paid by the PTO.

Awards

Students experience success in many positive ways. They are honored for their accomplishments throughout the school year and also at special awards programs conducted at the end of the school year in classrooms or the gymnasium. Parents are welcome to attend the award programs.

Bicycles

The riding of bicycles to school is prohibited. The traffic congestion around the school at arrival and dismissal time presents a very real hazard to bicycle riders.

Birthdays

We certainly welcome and join the opportunity to recognize children's birthday throughout the year. We understand that parents like to send their children to school with a special treat for their classroom. However, with the current childhood obesity concerns and our focus on healthy choices and healthy lifestyles, we ask that if you send a treat into school for the classroom that you make it as healthy a snack as possible and one that is easy to distribute and eat. We would like to encourage snacks that are healthier for students compared to candy, cupcakes, ice cream, etc. We understand this is a shift in thinking for all of us, but one that should be made. Students enjoy trail mix, fresh fruit, crackers, popcorn, etc. just as well. Additionally, any deliveries of balloons, flowers, etc. sent to school for students will be kept in the office

until the end of the day. Students may get these at this time. Please also be aware that balloons will not be permitted on buses. Thank you in advance for your cooperation with this.

Birthday Party Invitations

Birthday party invitations may not be sent through school.

Book bags

Students are permitted to bring and use book bags to transport material, books, homework, etc. between school and home. Book bags are to be stored in the students' lockers and not be carried throughout the school day. Additionally, all book bags must fit within the locker with the locker door securely closed. Due to smaller lockers, shared lockers, and the need for the hallway to be clear from obstructions, no book bags with wheels should be used. The actual dimensions of the lockers vary grade level to grade level. Students whose book bags do not fit in the lockers will be informed their book bag is not acceptable and that one that will fit in the locker should be used.

Cafeteria (see Lunch)

Cancellation of School

When the weather or other circumstances dictate that it would be unadvisable to conduct classes, students and their parents are notified via the local radio stations: 1330 AM, 96.7 and 100.5 FM and local television stations: WTVG TV13, Lima TV35 and WNWO NBC 24.

Since these stations are notified as soon as the decision is made, calling the school, school personnel or the Superintendent is unnecessary. All attempts are made to notify the public as soon as possible so arrangements can be made at home.

It should be noted that a school district is allowed five calamity days during each school year. After these days are utilized, a school district must take the necessary steps to make-up the additional days missed, unless legislation is passed to reduce the number of school days required.

Care of School Property

School property is the property of the school district's taxpayers. Therefore, all school personnel and students have a responsibility to care for the equipment, facilities, and other instructional resources that have been provided to them.

Child Abuse/Neglect

The law requires school personnel to report all suspected cases of child abuse/neglect to the Hancock County Department of Human Services Children's Protective Unit. In addition the county prosecutor and or the Sheriff's Department could be notified.

Parents are expected to discipline their children using reasonable means and to send their children to school without odor and with clean and proper clothing.

Child Custody

All natural or adoptive parents have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement. Step-parents may review records or conference with school personnel with the permission and/or in the presence of the natural parent.

Any natural or adoptive parent will also be allowed to visit the child's classroom, or pick the child up from school unless we have a copy of the latest court order restricting visiting rights. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court.

Conferences

When a problem arises that would benefit from a person-to-person discussion, the principal or teacher may request that the parents come to school for a conference. These meetings are usually quite productive, and they aid the student and the school in solving the problem that has developed. It should be noted that parents should not hesitate to initiate a conference with a teacher or the principal if they feel a need exists. In addition, two full days in November are scheduled for elementary Parent-Teacher conferences.

Cumulative Records

Cumulative records (sometimes called permanent records) are kept in the principal's office for each pupil enrolled in grades kindergarten through five. Information such as the student's academic progress, health record, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen years of age. This act also states that the parents must be granted the right to view these records if they so desire, but the school shall have a qualified representative sit with the parent to help interpret the records.

Desk and Locker Use

The teachers of Liberty-Benton Elementary reserve the right to check students' desks and lockers for reasons of organization, health, or safety. The administration of Liberty-Benton Schools reserves the right to check and search students' desks and lockers for reasons of health, safety, or violation of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks or lockers.

Detentions

- A. Lunch-Time Detention – A teacher, dean of students, or principal may designate an area in which a student must remain during the lunch period. Failure to report to or remain in the area may lead to additional disciplinary consequences.
- B. After-School Detention – A teacher, dean of students, or principal may require a student to remain after school as a form of discipline providing the parents have been given at least one (1) day's notice. Detentions should not exceed 30 minutes on each day, unless the determination is made by the assigning party that more time is warranted. For severe incidences, consecutive days of detention may be assigned. Parents are responsible for picking their children up at the end of the detention or making arrangements for another responsible adult to do so. Failure to report for or refusal to complete a detention may result in a Saturday School, In-school suspension, or an Out-of-school suspension.

Disaster Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will also be conducted during the tornado season using the prescribed procedures. Additionally, "Lock-Down," or as the students know them, "Safety drills," will be conducted to practice safety procedures as outlined in our school crisis response plan. In doing these drills, the student body and staff will be prepared for such emergencies, in the event they may occur.

Discipline (Student Code of Conduct)

A major component of the educational program at Liberty-Benton is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. We believe that all students can behave appropriately. Our school rules (expectations) are designed to encourage a safe, caring, and wholesome atmosphere where learning can take place.

Expected Behaviors:

Each student shall be expected to follow the School-wide Behavior Expectations (LB Building Blocks):

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be a Problem-solver

If a student chooses to follow expected behaviors:

Students who follow our school-wide expectations may be “caught” following these expectations by our teachers and staff. When this occurs, students are issued an Eagle Expectations Card. These cards are used for classroom and school-wide positive behavior rewards (drawings, prizes, extra recess, party, etc.) Whole classrooms are also reinforced for following our expectations as well. Two winning classrooms are chosen by a raffle each week for demonstrating these behaviors as a group, and they participate in an activity with Mr. Burkett and Mr. Horstman. This is a part of our positive behavior support program at Liberty-Benton. Students who demonstrate these expected behaviors and earn at least one Eagle expectations card are also rewarded during our school-wide rewards that occur at the end of each 9-week grading period.

If a student chooses to not follow expected behaviors:

A student who chooses not follow the expected behaviors, will follow the guidelines set forth in his/her homeroom teacher's classroom discipline plan. Copies of the homeroom teacher's plan will be sent home early in the school year. If it is a major infraction of the school code of conduct or a repeat conduct concern, the student will be referred to the office.

Teachers and staff will respond immediately and consistently to students who are not following our school's behavior expectations. Our goal is to keep with natural consequences for students not following our expectations. Teachers and staff will ask students to explain what school-wide expectation they have not followed, as well as state the behavior that is expected to be followed. The goal of responding to negative behavior is to correct the behavior, while at the same time making sure the students understand and leave with the positive (expected) behavior they should be doing.

If a student chooses to be responsible for a severe disruption in school:

A student who disrupts in a severe manner will immediately be sent to the principal. Severe disruptions include, but are not limited to the following:

1. Act which physically threatens someone.
2. Act which destroys property of others, self or the school.
3. Verbal refusal to obey directions or do school work.
4. Act which paralyzes a class from working.

If a student fails to comply with the rules, one or more of the following corrective actions may take place:

1. Conference with student (verbal or written warnings)
2. Loss of privileges (recess, classroom activities, etc.)
3. Parent(s) Contacted
4. Detention(s)
5. Saturday school
6. In-school suspension
7. Out-of-school suspension
8. Emergency Removal
9. Expulsion

Modifications

If a discipline plan proves to be ineffective and a particular student continues to repeat offenses, which cause disruption, an alternative behavior plan can be worked out by parent, teacher, student, and principal together to address the student's need. Additionally, the student may be referred to the Intervention Assistance (IAT) Team.

Dress Code

Students and their parents are responsible for students' proper dress and personal appearance while at school. Students are expected to dress appropriately at all times. Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Shoes must be worn at all times. Shoes must be able to be securely attached to the students' feet. Because of safety concerns with the amount of stair steps in the building, students will not be permitted to wear shoes that cannot remain on their feet. **Flip flops are not permitted at school.** Shoes with wheels (Heelies for example) are permitted as long as the wheels remain in the heel. **Students caught wheeling, rolling, etc. while at school will have the wheels removed and confiscated for parent pick-up.** If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire as permitted by ORC 3313.665. The principal's decision about dress code issues is final.

The following styles or manners of dress that are prohibited include, but are not limited to:

- Clothing which advertises drugs, tobacco, suggestive themes, or alcoholic beverages;
- Walking shorts, dresses, and skirts if they do not pass normally accepted standards of decency and/or is inappropriate for the weather (generally- these should reach the tips of the fingers when hands are stretched down at side).
- Nylon running shorts, cutoffs, or bicycle shorts (spandex);
- Midriffs, halter or tube tops, spaghetti straps, tank tops, and mesh shirts.
- Hats of any kind, bandanas, visors, and all other head coverings
- Sunglasses
- Any chain that has the potential of causing harm or distraction

Principals, in conjunction with other administrators and teachers, are responsible for administrating the dress code. Students who wear inappropriate clothing may be asked to do one of the following depending on the clothing in question:

1. If it is an inappropriate shirt, turn it in-side out or be given an alternate shirt to wear.
2. For other inappropriate clothing, contact parent to bring a change of clothing.

Drugs

The State of Ohio prohibits the making, selling and possessing of counterfeit drugs and related items. Therefore, if a student has possession of either actual drugs or anything that appears to be a drug, it becomes a matter for legal authorities.

Early Dismissal/Pick-up from School and Parents Transporting Children

Occasionally, it may be necessary for a student to leave the school building for an appointment or family emergency. Additionally, students may need to have a change made to their end of the day dismissal plans (i.e. don't ride the bus, parent is picking up). The office will not accept any calls from the parent/guardian after 3:00 p.m. for changes to a student's dismissal unless it is a medical or safety emergency. No student will be allowed to leave school prior to dismissal time or make a change in dismissal routine unless the school has been notified by one of the following methods:

- A. Written request (note) signed by parent/guardian indicating pick-up or change
- B. Parent requests in person in the office at the time of pick-up
- C. Phone call to the office by parent/guardian with the information below:
 - 1. Parent/Guardian's name calling
 - 2. Teacher name of student
 - 3. Info. regarding early dismissal or pick-up
 - 4. Family Safety/Security Password (supplied to the school on the emergency card at the beginning of the year)

Students leaving from school to go to an appointment (doctor, dentist, etc.) will bring a note back to the school from their appointment. Students who return without a note will be considered tardy/absent for the time out of school.

If the student is leaving school at the regular dismissal time but is not riding the bus, the student's teacher needs a note advising that the child is not to ride the bus. Without a note, the child will be put on the bus. Students being picked up at dismissal time from school must be picked up and signed out from the middle school lobby. Students are not allowed to meet parents in the parking lot. Adults are to pick up children only in the elementary office, not in the classroom, playground areas or parking lot. This policy is to ensure the safety of your child while at school.

Students will not be released to anyone other than the parent/guardian without proper authorization.

Emergency Procedure Card and Parent Consent Forms

Parents are required by state law to have an Emergency Medical Authorization Form on file with the school. These are used in emergency situations and are vital to our efforts in keeping all children safe. At the beginning of the school year, each parent is asked to complete an emergency procedure card. This card provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly and updated when situations change. It is the most important part of the student's records. **It is very important to notify the office of any changes (i.e. phone number, address, employment, etc.).** Parents must supply the school with a child safety password that will be used to authenticate any calls regarding student dismissal or pick-up changes. This password can be any word or number you create as long as it does not exceed 10 numbers or letters. We appreciate your cooperation with this measure to help ensure the highest level of safety and security for your child(ren).

Fees

To cover the cost of workbooks, subscriptions (Weekly Reader, Scholastic Magazine, etc.) and other consumable materials there is a fee which is set according to the number of workbooks/materials used by each student. Rather than paying for these materials throughout the year, the fee may be paid in total at the beginning of the year or at the beginning of each semester depending upon the needs of the student and/or family. The fee schedule will be sent

home at the beginning of the year and in some cases the beginning of the second semester. Payment is due upon receipt of the fee schedule. Parents are responsible for the payment of said fees and consequences for non-payment are both legal and an adopted part of our school's procedure (ORC 3313.642). Families that qualify for free or reduced lunches are subject to having their fees waived. We ask families that qualify for free or reduced lunches to not pay fees at the beginning of the year. Instead, wait until after the first month of school has finished. If your family qualifies for school fees to be waived, you will be contacted by the office prior to the end of the first month of school and notified as such.

If your family needs to make arrangements other than those listed above or you have special circumstances, please contact Mr. Burkett in the elementary office. We will be glad to work with you. Any special needs will be handled discretely and confidentially. Checks should be made payable to Liberty-Benton Schools. All students' fees are required to be paid by the end of the year. Student progress reports (report cards) will be held at the end of the year for any unpaid obligation (fees, fines, etc.)

Field Trips

In order to complement in-class instruction, teachers sometimes arrange field trips. Before these trips are approved by the building principal, their education purposes are studied. A "Blanket Permission Slip" must be obtained from all parents whose students will be attending these field trips. This permission form will grant permission for your child to attend all fieldtrips scheduled for their grade level for the year. This will be sent home the first week of school and should be signed and returned to school within the next two weeks. Before any field trip is taken, a notice will be sent home notifying parents of the trip and its purpose. If you do not want your child to participate, send a note to the school notifying the teacher/office your intent for your child not to attend.

We are fortunate to have a very active and supportive Parent Teacher Organization (PTO), which pays for all student field trips during the school year from money raised through fundraisers. The school district funds the cost of the transportation for these trips. Parent chaperones will be selected by the classroom teachers for each trip. All interested chaperones attending field trips with the school will need to pay any ticket or admission charges incurred to participate on the field trip. Field trips range in cost from \$.50 to \$6.50 per student, depending on the grade and trip. **Additionally, all chaperones must have a background check (fingerprinting) completed and on file with the principal to be able to volunteer in this capacity.** If you are interested in volunteering as a chaperone and have not been fingerprinted by the school, please contact the office for information.

Fieldtrips are "extra" academic activities that are held off of school grounds, but are neither required nor mandatory. No student may participate without the above mentioned permission slip providing parental permission and a current emergency medical form file in the office. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students' participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who repeatedly violate school rules may lose the privilege to go on field trips. The principal reserves the right to deny participation to any student at any time for behavior or safety concerns. Additionally, all students who participate in the fieldtrip are required to ride school transportation. **At no time will students be transported in personal vehicles for these class fieldtrips.**

While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. Parents who are asked to chaperone a field trip should follow these guidelines:

- 1) Chaperoning elementary school children is a demanding job. Therefore, parents are not permitted to bring preschool age children with them on the trip.
- 2) Learn quickly the names of the children of whom you are in charge. You may ask the teacher for name tags.
- 3) Wear comfortable, appropriate clothes and shoes.
- 4) Chaperones need to act in a reasonable manner and enforce usual school behavior.
- 5) Chaperones should use their best judgment when dealing with problems until the teacher can be notified.
- 6) Refrain from physically restraining any child unless absolutely necessary.
- 7) Report any discipline problems or accidents to a teacher in charge immediately.
- 8) Board policy prohibits the use of tobacco products on school grounds, on school buses, and at any school-related event.

Free/Reduced Lunches

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free or reduced price lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application at the beginning of the school year. Particular details of this program are available from the office. It is important to remember that students are responsible for all purchases made in the cafeteria until the free/reduced lunch application is approved. This must be filed every year and for every student that is applying. Federal guidelines require the school to have an application for each member of a household (i.e. For three children in one household, three applications are required). A copy of this form is also located on-line with our school webpage at www.noacsc.org/hancock/lb/

Gym Shoes

When students participate in physical education classes, they are required to wear appropriate shoes for both their own safety and for the protection of the gym floor.

A separate pair of gym shoes (not necessarily new) kept at school for this purpose is ideal. If family circumstances do not allow for a student to have separate gym shoes, the student may participate in regular school shoes if the shoes give good support, allow for quick movement, fit well, have a non-skid bottom, and are clean on the bottom. Sandals, boots, clogs, shoes with elevated heels, open-toed shoes and heavy shoes with deep ridges in the sole are unacceptable. The final decision on whether or not particular shoes are acceptable for physical education class rests with the physical education teachers.

Homework and Study Habits

Parents should recognize that a child's education goes on all the time. There is much a parent can do to assist and supplement what teachers are doing in school. The following are some suggestions that may be used at all elementary grade levels:

- 1.) Send your child(ren) to school well-rested and nutritionally fed.
- 2.) When completing homework, use a well-lighted, quiet area, which is free from distractions such as the TV.
- 3.) Take a real interest in what your child(ren) is doing in school. Encourage discussion of daily lessons in your own home (as a family group, or on a one-to-one basis with your child). This will prompt your child to think over the day's work and he/she will probably anticipate these special times with the family.
- 4.) Read with your child(ren).
- 5.) Assist with basic math facts and spelling words.
- 6.) Request extra copies of worksheet lessons which can be used at home.
- 7.) Have your child(ren) attend after-school educational activities in your community.
- 8.) Send to school for work when illness keeps your child(ren) out of school.
- 9.) If you feel your child(ren) is experiencing difficulty, ask the teacher how you can help.
- 10.) Remember, test scores go down as hours of TV viewing go up.

Elementary students are occasionally given class assignments, which must be completed at home. In this case, it should be noted, students have the chance to begin a homework assignment in class with an opportunity to ask questions before taking the assignment home to complete.

Due to many variables in children, grade levels, study habits, etc., students differ in time needed to complete homework. As can be expected, homework generally increases in amount from the lower to upper grades. As a general rule of thumb, students could expect a daily average of ten minutes of homework per grade level they are in (i.e. 2nd grade-20 minutes, 4th grade-40 minutes, etc.) throughout the week.

Hours

School will be in session from 9:00 a.m. until 3:30 p.m. The elementary office will be open from 8:00 a.m. until 4:30 p.m. each day.

Illness in School

If a student does not feel well during the school day, he/she may be sent to the clinic for a short time to see if the situation improves. However, if the child has a temperature and/or the illness seems to justify more extensive treatment, the parents are called by the office to come to school and pick up the student. **As a rule of thumb, your child should be fever-free for twenty-four hours before returning to school.** It is not advisable to send a student to school after giving him or her Tylenol or other fever-reducing medicine. This has typically in the past only reduced the fever for the short period of time the medicine is in effect.

Under no circumstances can a teacher, the building principal, or other staff members administer any form of medication to a student who is feeling ill. This is deemed to be the sole responsibility of the parents. Also, it is of primary importance that if a student is ill, he/she tells the teacher and the contact with the home will be made by the principal or his designee. By following this basic procedure, students who do experience illness during the school day are assured of the proper attention.

Immunizations

All public school students are required by law to be immunized, or be in process of receiving immunizations for mumps, polio, smallpox, rubella, diphtheria, pertusis, tetanus, and varivax (chicken pox) (O.R.C. 3313.671). Students who have a documented case of chicken pox from a physician are not required to have the varivax vaccine. You may choose to file a statement by a physician that certifies in writing that such immunizations are medically contraindicated or complete an exemption form. In accordance with State Board of Education guidelines, Liberty-Benton Elementary School will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 by October 15.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal in the elementary office at 422-9161.

Insurance

At the beginning of each school year, students are offered basic accident insurance at a low cost. Participation in this program is voluntary. Detailed information regarding the policy and its coverage options is available from the pamphlet sent home with the students during the first week of school.

Intervention Assistance Team (IAT)

Our school utilizes an Intervention Assistance Team to help students who may be experiencing academic and/or behavior difficulties. If you believe your child is having difficulties, the first step is always to contact the teacher and express your concerns and willingness to help. Many times the consistent support at school and at home is all that may be needed for a student to achieve success. However, if your child is still experiencing difficulties, the next step is to request an Intervention Assistance Team (IAT) Meeting. Parents, teachers, or the principal may request for this process to begin.

The IAT is a group of people all of whom have the student's best interest as the basis for their decision making. This group usually includes the parent(s), student's teacher, principal, dean of students, guidance counselor, reading specialist, special education teacher, other grade level teachers, speech teacher, and sometimes the school psychologist. The IAT may suggest various strategies and assign responsibilities to help carry out the plan. The team will also decide on the length of time for the intervention and how to assess whether or not it is successful.

In the event the IAT does not solve the problem and the learning concerns continue or deepen, the IAT team will need to reconvene to discuss additional options for the student. The team may decide to make changes to the plan or try new interventions. The team may also decide that a more formal evaluation of the student is needed. Evaluations can include, but are not limited to a multi-factored evaluation for special education, a Section 504 plan, or evaluation for giftedness. If at any time during the intervention process the team suspects a child has a disability, a referral for a multi-factored evaluation can be initiated.

A multi-factored evaluation is a thorough evaluation process that determines if the child has a disability as defined in the Individual with Disabilities Education Act (IDEA), a federal law which ensures that eligible students are provided a free, appropriate public education. Parental permission is required for testing. After the student is evaluated, a team meeting is held with the parents to go over the results of the testing. If the student is eligible for special education services, an Individual Education Plan (IEP) is written.

For more information regarding the evaluation procedure, and your parental rights, the school can provide you with a copy of the brochure, "Whose IDEA is This?" This brochure, produced by the State, provides information regarding parental rights, procedures, due process rights, as well as other helpful information. To receive one of these brochures, simply contact the principal to request one.

Library

The students visit the school library regularly, at least once a week. They receive instruction in proper care of books, and are encouraged to check out and read books of their choice. Students are responsible for the library materials that are checked out. Students are expected to pay for books that are lost. Until such payment for a lost book is made, the student is not allowed to check any more material out of the library. The library is staffed full time by an adult library aide.

Lockers

Lockers remain the property of the Liberty-Benton Board of Education and are supplied for student use in storing personal belongings and books. They are at no time to be used for storing articles which are against the law, against the rules of the school, or serve no useful purpose for school related activities. Lockers are school property and the administration reserves the right to inspect any locker (and its contents) at any time that is suspected of containing any objectionable material. Book bags are to be stored in lockers and not be carried throughout the school day.

During the first day of school, a locker is assigned to each student for personal items. Once these lockers are provided, their care becomes the responsibility of the student. No student should enter another student's locker without permission. Fortunately, thefts from elementary lockers are rare, even though locks are not used.

Lost and Found

When a student finds a lost item at school, it should be placed in the lost and found box in the library. Students who have lost items are encouraged to check there to see if the article has been recovered. More valuable items are kept in the office. All unclaimed items will be given to a charity at the close of the school year.

Lunch

Each day a nutritious Grade A lunch is served in the school's cafeteria. Milk may also be purchased separately (\$.45). While in the cafeteria, students are expected to follow our school-wide expectations.

Parents are welcome to come in and eat with their children during their child's lunch period. Parents must notify the school either in writing or by phone on the day they will be eating lunch in the cafeteria. We ask that you participate in the cafeteria program to guarantee an appropriate nutritional lunch. Only sack lunches from home are allowed. Items from fast food restaurants (i.e. Taco Bell, McDonald's, Wendy's, Pizza Hut, etc.) are not permitted. Students are not to take any food or drink outside of the cafeteria. Students should not leave the cafeteria at any time without permission from an adult in charge. Adult lunch price for a lunch is \$2.75. Lunch times are as follows (Classes will be assigned one of the times listed below, which is subject to change):

<u>Grade</u>	<u>Lunch Time</u>
Kindergarten	11:05-11:35
Grade 2	11:20-11:50
Grade 3	11:45-12:15
Grade 1	12:00-12:30
Grade 5	12:25-12:55
Grade 4	12:35- 1:05

Students may purchase a lunch each day for \$1.85. A la carte items are also available each day for various amounts. Students will enter their lunch ID number into an electronic keypad as they make their purchases each day. Money will be collected regularly in student lunch envelopes, housed in their classrooms, on Mondays, the target collection day. However, money will be collected daily and sent to the cafeteria to apply to the students' accounts on the other days of the week as well.

There are many benefits to this system, including students not losing lunch money or small lunch tickets, less time taken to deal with collecting lunch money and more time for class instruction, students able to move through the lunch line more quickly giving them more time to eat, help parents who function at home on a budget, etc.

Parents can send in either cash or check to be deposited on their child's debit card. **All money should be sent to school in a sealed envelope with your child's name, teacher's name, and amount written on the outside of it.** Amounts can be sent in for any amount you choose. Money can be sent in for a week's worth of lunches, two weeks, a month or even a year. All money received will be deposited and no change can be given. Parents may request that their child's account be restricted to purchasing only a regular lunch. This means when an account is restricted, no additional milk, juice or extra entrees may be purchased.

Balances remaining at the end of the year will be carried over to the next school year. Students withdrawing from school may have a refund check sent to their parent(s) once any obligations (school fees, fines, charges, etc.) are taken care of. Students who have no money on their lunch account will be served a peanut butter sandwich and water in lieu of a hot lunch. A child will be given the opportunity to contact parents/grandparents or guardian to have money brought in to pay for a hot lunch prior to their lunch time. We extend the peanut butter sandwich to the students so they will not go without a lunch for the day. **The Ohio Department of Education for Safety, Health, and Nutrition does not require schools to provide a lunch if the child does not have money on their lunch account or forgets to bring money in for a lunch. Please note: Students receiving a peanut butter sandwich will be charged an a la carte price for the sandwich.** No a la carte items or extra lunches may be purchased if there are not enough funds in the account.

Students who pack and only need to buy milk will also use this system. Any amount deposited to the account can be used to purchase school lunch items. Students whom are on free and reduced lunches will also use their ID number to receive their lunch. If you have questions, contact the elementary office.

Medications

Some students are able to attend school regularly only by using medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will supervise the administering of medications only when no alternative is available. In this circumstance, if a student is required by a physician's written order to take medication during the school day, specific procedures must be followed. Responsibilities of the parent include:

1. Contact the principal and discuss the need for the student to have medication administered at school. Be certain that you fully understand the school's policy on administering medicine to students.
2. Get a school "Request to have Medication Administered at School" form filled out and signed by the physician at the beginning of each school year and as necessary for any change in medication orders. (Form located in Appendix C)
3. Make a written request that the school comply with the physician's order (Form located in Appendix D).
4. Bring medications appropriately labeled in an original prescription bottle by the pharmacy or physician with date, student name, dosage and time intervals to school personally. **Do not send medicine with the student.**

Occasionally students bring non-prescription medicines (i.e. cough syrup, aspirin) to school. Parents must also follow the guidelines as listed above for such over-the counter medicines. A student is not allowed to share such nonprescription medicine with other students. If done, the student will be disciplined.

Middle School Building

Elementary students are not permitted in the middle school area without permission from an adult staff member, unless accompanied by an adult staff member.

Monthly Newsletter and Communication

Our district provides continuing information to the community through a district-wide newsletter that is published monthly and sent to each home through the mail. It is also available on-line through our school website (<http://www.noacsc.org/hancock/lb/>). Our staff and administration attempt to promote a positive sense of communication through this device. Please take time to read your newsletter and stay abreast with what is happening in our school. Additionally, classroom teachers send a weekly newsletter home on Fridays. This is an excellent communication tool between the teacher and parents to help make sure you are aware of what is going on in your child's class each week.

Morning Arrival Before Busses

Prior to 8:50 a.m., but not earlier than 8:30 a.m., students may wait in the elementary cafeteria under the supervision of a classroom aide. Students are not allowed to go to classrooms prior to 8:50 a.m. each morning, unless they are participating in a before school program/activity or a teacher has given him/her permission to come in for extra help.

Non-custodial Parent Information Request

Parents who do not have residential custody of a student do have rights to information regarding school information on their child. A Non-custodial Parent Request Form can be completed in the office so that copies of progress reports (grade cards), interim reports, etc. can be mailed home to the non-custodial parent. A \$5 fee is due upon submitting this form to the office to help offset the cost of envelopes and postage during the year. If you have any questions, please contact the office.

Ohio Parental Information and Resource Center (PIRC)

Ohio Parental Information and Resource Center provides a wide range of services to parents and families, parent organizations, school personnel, and other social services agencies to increase parental involvement with their child's educational issue. Ohio PIRC also works to strengthen partnerships between parents and professionals to help meet the educational needs for their children. There is strong emphasis on encouraging supportive working relationships between home, school, and any significant other involved with the child. To that end, Ohio PIRC provides opportunities for parents to learn more about child development, increase their confidence in child-rearing skills, and become leaders in their communities.

Ohio PIRC provides a wide-range of training and supportive services such as: parenting information, parenting support groups, parent leadership training, referral services, family literacy services, and educational issue training. If you would like more information on the Ohio Parental Information and Resource Center, you may contact the Elementary School office or you can access the Ohio Department of Education's web site at: <http://www.ode.state.oh.us> and search for "Ohio Parental Information and Resource Center".

Outdoor Play

As the weather becomes cooler it is suggested that children dress appropriately. Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20 degrees Fahrenheit or above, the wind chill is 15 degrees Fahrenheit or above, and playground conditions permit safe play. **During winter, hats, gloves, and scarves are recommended.** We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. For these rare instances, these students may stay in the classroom if the teacher is available or stay in the office if the teacher is not available. If your child needs to stay in for more than a day or two, you will need to provide us with a doctor's note specifying the reason.

A change of shoes and socks would be a good idea for a child to have available in his/her locker, if boots are not worn. Since gym shoes become wet very easily, it is suggested that the child wear another type of shoe, if possible, when there is snow or moisture on the ground. Shoes that have a deeply ridged sole also cause problems because the ridges tend to collect dirt and stones, which cause damage.

Students are expected to wear clothing appropriate to the current weather and season of the year. When the temperature is below 60 degrees, students must wear either a heavy sweatshirt or jacket for outside recess. At the same time, students should not wear shorts to school until the temperature remains above this 60-degree mark, as well.

Parent Volunteers

The elementary school can often utilize the services of parents who are kind enough to volunteer some of their spare time. Duties assigned to parents who volunteer may vary but some of the more common ones include tutoring, listening to students read and assisting teachers with bulletin boards and room decorations. Volunteers are always needed for Eagles Angels, PTO, Reading moms, etc. If you would like to become a parent volunteer, please fill out a parent volunteer form, which is sent home early in the school year or contact the elementary office. Interested senior citizens are also welcome to volunteer by calling the school office. All volunteers must have background checks (fingerprinting) completed to be able to volunteer in the building. For information regarding this, please contact the elementary office at (419) 422-9161. Please remember to sign in and out of the elementary office upon entering and leaving the building when volunteering.

The things that you see and hear while carrying out your volunteer assignments at the school must be considered privileged information, for example, stories about the child's family life, teacher-child relationships, disciplinary matters, educational concerns, or your opinion of the child's actions in school. You should never discuss these things or students with friends, other volunteers, or people outside of the school.

As in any job, you will need patience, understanding, and a sense of humor. You could experience frustrations at times during your volunteer work. There will be some people you will like better than others. You may see things of which you do not approve. Please keep in mind that there are problems involved in conducting a classroom and operating a school. No one else is going to handle problems in the same way you would. Also, keep in mind that you may not have all the information around which some decisions are made. Confidentiality is extremely important and legally all students deserve to have this regarding their educational program. Everyone who volunteers in our building will be expected to adhere to confidentiality.

Volunteer Procedures:

- 1. Be sure to sign in and out of the office every visit**
- 2. Be sure to wear your volunteer badge**
- 3. Be reliable. Call if you cannot be at school**
- 4. Be confidential. DO NOT gossip.**
- 5. Be prompt.**
- 6. Be sure to communicate with your teacher or the office.**
- 7. Remember that you are a role model to students.**
- 8. Remember that you are here to help students and support teachers.**
- 9. If something disturbs you, please discuss the matter with the school principal.**
- 10. If you don't know...please ask!**
- 11. Without your help...we would be lost!**

Parties

The elementary school program regularly includes emphasis on the current season, holiday, or event. You may be asked to help with a party or provide refreshments at one of these occasions. Teachers usually plan parties in their classrooms around the following holiday times: Fall Party, Christmas, and Valentine's Day. Students are responsible for clean up after the party.

We ask that red juice NOT be brought to school because if it is spilled on our carpets, it may not come out. Parties to celebrate occasions other than those listed above must receive the prior approval of the principal.

At times, students celebrate their birthday in the classroom with a small treat for everyone. If a treat is sent in, this should be something small that students can eat with their hands, and not require the use of silverware. Again, we ask that you try to send in something healthier for students than candy, cupcakes, etc. Please see "Birthdays" section of the handbook on page 7 for further explanation.

Personal Property

Students are discouraged from bringing more than enough money for lunch to school with them. It is too easily lost or misplaced. Also, students are not permitted to bring toys or use electronic equipment at school. This includes, but is not limited to: radios, televisions, CD or tape players, hand-held games, trading cards, etc. If these items are misplaced, lost, stolen, it is disappointing. These items may also be a distraction to the learning process. The school cannot be responsible for loss or damage to these items and cannot insure them against theft or damage. Items brought for "show and tell" or by teacher request for a classroom activity are exceptions to this general rule.

If a student has been warned not to bring an item to school and he/she continues to do so, a teacher or administrator will keep the item in the office until the parent can pick it up.

Playground Rules

1. The student code of conduct and all school-wide expectations apply on the playground.
2. Students follow the directions of the adult in charge.
3. Students will walk to and from playground area.

4. All tag games will be played on ground, not on equipment or through equipment.
5. Hard bats and hard balls, including whiffle ball bats and balls are not allowed.
6. Observe playground boundaries. Students must always have adult permission to leave the playground.
7. To play in snow or ice proper clothing should be worn (i.e. hat and gloves, snowsuits or two pair of pants).
8. When playing in sand box, students are to keep feet outside the box, avoid walking on wooden edge and playing sand only when area is dry.
9. Slide – Go up the ladder using the steps, down in a sitting forward position, one at a time.
10. Soccer and keep away are to be played on grass area only.
11. On East playground, rings and monkey bars should be entered by the top of the wooden equipment.
12. Swings – Sitting only, one person at a time, no jumping, no cradle swinging, and no going underneath the swings (an under-doggy).
13. Football and other contact sports are not permitted. No footballs are allowed on playground
14. Throwing of snow, dirt, stones or any object is not allowed.
15. Students are to use appropriate language and gestures.
16. Appropriate use of hands and feet is required.
17. All equipment should be returned to storage areas. NO equipment should be left out on playground.
18. Students should line up immediately when the whistle blows.
19. On the “Flippo Slide,” the following rules apply:
 - a. only one student may go up the steps (never down) at a time
 - b. only one student may climb (never down) the rock-climbing wall at a time
 - c. only one student may go down (never climb up) the fireman’s pole at a time
 - d. do not climb on or over safety rails, walls, and no hanging over the rails
 - e. do not run on, jump off, or dive off playground equipment
 - f. absolutely no pushing, pulling, or shoving on the equipment

Professional Qualifications of Classroom Teachers

Parents have the right to know about the teaching qualifications of your child’s classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether you child is provided services by instructional paraprofessionals (sometimes called teacher’s aides) and their qualifications.

You may request this information by sending a letter of request to the elementary office to the attention of the principal. Be sure to give the full name of your child, your full name, your complete address including zip code, and the name of your child’s teacher.

Progress Reports/Interim Reports

Progress reports are issued at the end of each quarter (grading period) for grades 1-5. For kindergarten students, these will be issued three times per year (November, March, and June). Parents will receive the final progress report at the end of the school year, provided all fees and outstanding obligations have been paid. These will be mailed to you at home at a cost of an envelope and postage (\$.50). This will be included with your fees.

In kindergarten through second grade, students receive a progress report with their progress marked by the following achievement scale:

O = Outstanding Progress

S = Successful Progress *

N = Needs to Improve

* + and – may be used to denote level of successful progress in this category (S+/S-)

In third through fifth grade, students' academic performance is measured using the following achievement scales:

A+= 100 + B+= 90-92 C+= 80-82 D+= 70-72 F = 0-62

A = 96-99 B = 86-89 C = 76-79 D = 66-69

A- = 93-95 B- = 83-85 C- = 73-75 D- = 63-65

O = Outstanding

S+ = Above Average

S = Satisfactory

S- = Below Average

U = Unsatisfactory

Interim reports are sent home at the mid-term of each grading period for those who are not making satisfactory progress ("N or H" performance in multiple areas for students in first and second grade and "C" or lower performance for grades 3-5) to inform parents of their child's progress in school. At the teacher's discretion, mid-term progress reports may be sent home for all students.

When parents have questions or concerns regarding any reports received, they should contact the appropriate teacher. It is the goal of the school that each student earns the highest marks possible. Parental involvement in achieving this goal is appreciated.

Non-custodial natural parents are entitled to copies of progress reports and interim reports provided that a written request is on file with the principal. A nominal fee will be required of that parent to cover the cost of shipping and handling (See Non-custodial parent section).

Promotion/Retention/Placement

At the conclusion of the school year, most students are promoted to the next grade. A small percentage, however, will fall short of this goal and may have to repeat the grade to gain the necessary academic, social and emotional skills to be successful in the next grade. A committee of teachers meets at the end of the school year to recommend to the principal whether or not such students should repeat a particular grade or be placed (not promoted) into the next grade. The final decision rests with the principal.

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Intervention Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator. The student will be kept in the same grade level for the next school year and is generally assigned to a different teacher in that grade level.

Publications

Publications such as a student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

Release of Student Photos, Media Interviews

During the year, Liberty-Benton Local Schools often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape may be used in communication tools such as the district newsletter, calendar, website, and in communicating with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Principal, within two weeks after the first day the student is enrolled in a school year, directing the district not to release the information as listed above. The written request or any questions should be directed to the Mr. Burkett, Liberty-Benton Elementary School, 9190 CR 9, Findlay, OH 45840, (419) 422-9161.

Requests for Specified Teacher

The following procedure has been agreed upon in principle by the administration and professional staff of Liberty-Benton Elementary School.

1. Requests for a child to be placed in a specified classroom for the next school year will be accepted until May 1st.
 - a. All requests must be based on a special need or unusual situation affecting the students (sibling in same class, cousin not in same class, behavior concerns with another student, etc). Simple preferences for certain teachers will not be considered.
 - b. All requests must be in writing, signed by one or both parents.
 - c. All requests submitted after May 10 will not be considered.
2. Requests based on a special need will be given consideration, but maintaining balanced classrooms will take precedence over requests. There are no guarantees of receiving requested placements due to one or more of the following factors:
 - a. The need to mainstream special education students is a priority.
 - b. Request may cause problems because of other students already assigned to desired class.
 - c. Teacher desired may be reassigned to different grade level.
 - d. Principal may see request as a preference and not agree with the parent that the child has a special need or unusual situation.
3. Examples of requests that will not be considered include, but are not limited to:
 - a. This teacher has more experience
 - b. My other child had this teacher and it was a great experience
 - c. My child needs challenged or given more homework
4. The final decision rests with the principal.

Saturday School

Certain situations may require a Saturday School assigned by the Dean of Students or principal. A Saturday school program from 8:00 a.m.-11:00 a.m. will be used to deal with certain discipline situations and conduct infractions. Students will complete schoolwork in a supervised environment. Failure to serve a Saturday School may result in a one-day in-school suspension.

Search and Seizure

Student lockers, desks, cabinets, and similar property are the property of the Liberty-Benton Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Student Attendance at School Events

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students participating in a school activity.

Student Drop-off & Pick-up

Parents or guardians bringing students to school in the morning must use the “Student Drop-off Location” located at the steps to the right of the middle school (by our playground). Students are then to walk down the sidewalk in front of the middle school and up the steps to the front of the elementary building. **AT NO TIME SHOULD VEHICLES BE ENTERING THE PAVED MIDDLE SCHOOL PARKING LOT OR ENTERING THE BUS LOADING ZONE TO DROP OFF STUDENTS.** The only exception to this would be for parents/guardians parking in the lot to physically bring their child into the school building. Student safety is extremely important to us and we thank you in advance for following this important safety procedure.

Any parents or guardians picking their child(ren) at the end of the day (3:30-3:45 p.m.) must do so in the middle school lobby. A staff member (Mrs. Hause) is located here to help facilitate the process and obtain a signature from the authorized person to pick them up. **AT NO TIME SHOULD PARENTS PICK UP STUDENTS IN THE PARKING LOT, OUT IN FRONT OF THE SCHOOL WHERE BUSES ARE LOADING, OR IN THE ELEMENTARY BUILDING.** Daycares and the YMCA pick up students from the elementary library and exit the building from the bottom hallway doors so not to go through the bus loading area.

Student Records (Family Educational Records and Privacy Act (FERPA))

The Principal is the Custodian of Records and is responsible for the supervision of student records at the school.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Principal will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Principal decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Ave., Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guideline on student records (8330).

Each year the Superintendent will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates the following as student "directory information": a student's name; grade; teacher; address; telephone number; date and place of birth; photographs; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within five (5) business days from the date of this notification that they will not permit distribution of any or all such information.

Liberty-Benton Schools compiles and maintains necessary information and records on all students. Parents/Guardians must sign a permission form to release records to another agency. Ohio Revised Code 3313.642 authorizes a public school to withhold a student's grades and credits (high school) for failure to pay assessed fees for materials "used in a course of instruction" other than textbooks, which must be furnished without charge under ORC 3329.06.

Supplies

Students may purchase pencils and eraser sticks from the supply vending machine between 8:50-9:00 a.m. each morning or with teacher permission. Vending machines are located outside of the elementary office.

Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds, including busses. Actions recorded on these cameras may be used as evidence in disciplinary action and can be viewed by the administration or other designated school personnel only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Surveys: Parent/Student Rights Regarding Them

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the act under No Child Left Behind (NCLB), parents have the right to prohibit their child from participating in surveys. Rights afforded to parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA and NCLB; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in board-approved, third-party surveys.

Parents/guardians will be contacted by the school district in advance of any survey being distributed to their student.

Suspensions

Suspension from school means that a student may not attend classes or extracurricular activities. If it is an in-school suspension, the student will complete work while remaining in the principal's or Dean of Student's office, and if it is an out-of-school suspension, a student is not allowed to come to school.

Take Your Child to Work Day

Although this event may provide a worthwhile learning experience for students, the classroom experience is also worthwhile. We recommend that this day be observed on non-school days. An excused absence for this event will be allowed if:

1. Written request is submitted to the principal at least two (2) days prior to the absence.
2. Student attendance in the current year is in good standing (Attendance/Tardies haven't exceeded 10 days)
3. Student submits a written report (minimum one-page) about the experience to the teacher and principal within three (3) days of the absence for the event.

The absence will be considered "unexcused" if the above procedures are not followed.

Telephone

The telephones in the office and the classrooms are reserved for official business during school hours. Students are strongly encouraged to make necessary personal arrangements before coming to school. When the need to use the phone is warranted, students may use the phone with the approval from their teacher. Students are not permitted to receive phone calls during the academic day.

Test Security/Standardized Tests

At some point during the elementary grades, Liberty-Benton students are required to take a number of “standardized” tests. These tests include state achievement tests and “norm-referenced” tests such as the Iowa Test of Basic Skills (IOWAs) and Cognitive Abilities Test (CogAT). All of these tests are considered “secure”. The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given.

Textbooks

When students begin the school year, textbooks are provided. These books are the property of the Board of Education, and they are on loan to the student. If, when the book is returned at the end of the year, it is evident that a student has not given it reasonable care, a fine is imposed to help compensate for the damage. The Board of Education attempts to replace textbooks after five years of usage.

Transportation (Bus Conduct)

All students are provided transportation to and from school by school busses. Students are expected to display appropriate and safe behavior. Failure to comply with the Rules of Conduct will result in various consequences including warnings, detentions, Saturday school, a bus suspension or expulsion, and even an in-school or out-of-school suspension.

Rules of Conduct

- a. All School Code of Conduct and School-wide Expectations apply on the bus.
- b. Use of profanity is not permitted.
- c. All students shall remain seated (and in their assigned seats, if used)
- d. Eating shall not be permitted on any bus at any time.
- e. Large, unusual cargo items or animals may not be carried on the bus. Students are encouraged to arrange for transportation of large articles by car.
- f. Arms, legs, hands, heads, etc. shall not protrude from the windows.
- g. Students may listen to MP3 players, walkmans, I-Pods etc. on the bus so long as headphones are used. These must be turned off and put in lockers upon entering the school building.
- h. Students may use electronic games on the bus (such as PSPs, Game boys, etc.) so long as they do not have a means to communicate wirelessly with others or enter chat rooms. Therefore, Nintendo DS games will not be permitted on busses at any time. As with music devices, electronic games must be turned off and kept in lockers upon entering the school building.
- i. Fighting, loud talk, etc. will not be permitted.
- j. Animals, firearms, etc. are not permitted to be transported on the bus at any time.
- k. The driver shall be in charge of students at all times.
- l. Marking, writing, cutting or otherwise defacing the interior of the bus is not permitted.
- m. Littering is not permitted.
- n. Horseplay is not permitted on or around the bus.

It is important to note that if a student wishes to get on or off a school bus at a stop other than his/her regular stop, a note from the parents should be sent to the office for approval. A bus transfer form will be completed and approved by the Transportation Supervisor. A copy of this form will be given to the bus driver. Under no circumstances are students permitted to permanently change busses and ride a bus other than their assigned bus, except by written permission from the Transportation Supervisor. This permission is granted only in hardship or emergency situations.

The Board of Education has authorized the installation and use of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape may be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with State and Federal laws.

Vacations During the School Year

Parents are encouraged **not** to take their child out of school to go on vacations. Sometimes, in order to accommodate a parent's vacation schedule, it becomes necessary for a student to miss school to accompany his/her parents on a trip. When this situation arises, the parent must notify the teacher using the Vacation Letter in Appendix B. In this manner, the student will be informed of the school work he/she will be missing. Students are responsible for completing any assignments required by the teacher during their vacation period. There is further information about vacation procedures in Appendix B of this handbook. Days missed due to vacation do count toward days absent and will be subject to the school's attendance policy (see page 2).

Visitors/Guests in the Building

Parents, volunteers, and individuals on school business are always welcome at the school. Ohio Law makes it necessary, however, for visitors to check with the principal's office upon arrival and sign in on the visitors' log. We also ask for you to sign back out so that we know you are no longer in the building. All visitors and volunteers upon signing into the office, will pick-up a visitor or volunteer badge to wear while in the building. This badge must be returned to the office upon signing back out of the building. Student visitors are not permitted during the school day due to liability issues. Substitute teachers must check in with the office at the beginning of the day and receive a badge as well. Thank you for your cooperation in helping make our school environment safer for our students.

Withdrawal (Moving to another school)

If it becomes necessary to withdraw a student from school, the office should be notified. After returning textbooks, paying any financial obligations, and receiving the current grades in each course being taken, the necessary student records are then clear to be sent to the new school after parents sign the required forms. School records cannot be mailed out until we receive a records request from the child's new school.

APPENDIX A

Liberty-Benton Local Schools Student Rights and Behavior Statement of Policy

This policy is to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code as amended by Amended Substitute House Bill 422 passed by the Ohio Legislature and effective September 1, 1976.

PART I Student Rights

It is the belief of the Liberty-Benton Local Board of Education that all students attending the Liberty-Benton Local Schools are entitled to the basic constitutional rights as follows:

- A. Freedom of Expression and Assembly - includes expression in written, verbal and symbolic forms as long as such expression does not 1) endanger health or safety, 2) damage property, 3) disrupt the activities of others or, 4) is obscene.
- B. Student Records Privacy - student records shall remain confidential in accordance with the Family rights and Privacy Act of 1974 which requires that: 1) parents or guardians or students who have attained the age of 18 have the right to review their records and to challenge any items they deem inaccurate, 2) parents, guardians or students who have attained the age of 18 shall give consent before records are made available to non-school agencies and 3) such records shall be made available to parents, guardians or students over 18 no later than 30 days after the request for review has been made, 4) such review to be made on school property and in the presence of a Principal or Guidance Counselor (Additional information on Family Educational Records and Privacy Act on page 24)
- C. Protection From Unreasonable Search and Seizure - such search and seizure 1) shall be conducted for specific items, 2) shall not be conducted in non-school owned property (example-automobile) without parent knowledge or by search warrant.

General searches and seizures may be conducted if there is reasonable cause to believe that possession of any article (s) constitute: 1) a threat to safety of others 2) a violation of law, 3) a disruption or interference with the education process.

PART II

Student Discipline Code

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is a part of the code of conduct. Each of the behaviors described below may subject the student to disciplinary action including, but not limited to: Saturday school, In-school suspension, Out-of-school suspension, Emergency Removal and/or Expulsion from school. Furthermore, any criminal acts committed at or related to the school may be reported to law enforcement officials as well as disciplined at school.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

A. Disruption of School

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction to the educational process, including all curricular and extra-curricular activities.

B. Damage to School Property

A student shall not cause or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

C. Damage to Private Property

A Student shall not cause or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds.

D. Explosives

A student shall not possess, handle, transmit, conceal or bring upon school grounds, nor ignite or attempt to ignite any matches, cigarette, lighters, fireworks, explosives, munitions, and chemical-reaction objects such as smoke bombs, small firecrackers and poppers are forbidden and dangerous.

E. Assault

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or other persons while under the jurisdiction of the school.

F. Dangerous Weapons and Instruments

A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or appearing to be capable of causing serious bodily injury to a person including, but not limited to, fire crackers, smoke bombs, sharp instruments, knives, brass knuckles, incendiary devices, and chemical agents such as tear gas or pepper gas. A weapon includes conventional objects like guns, incendiary devices, bombs, pellet guns, knives, or club type instruments.

G. Tobacco

A student shall not engage in the use or possession of tobacco within any school building, on school property, or within the vicinity of the school at any time.

H. Narcotics and Alcoholic Beverages

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any other mind altering substance, including look-a-like drugs.

I. False Alarms

A student shall not pull the fire alarm nor induce panic. These behaviors are strictly prohibited.

J. Theft

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person.

K. Frightening, Degrading, or Disgraceful Acts

A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade or disgrace a teacher, students, or other persons by written, verbal, or non-verbal (gestural) means. This includes, but is not limited to profane/obscene language, spitting, bullying, and harassment. Profane language is defined as showing disrespect, contempt, or irreverence for sacred things. Obscene language includes language offensive to modesty or decency. Using profanity, making obscene gestures or comments or other forms of disrespect toward any person or school employee on or off school property is prohibited.

L. Harassment/Bullying/Intimidation

Everyone deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members is not permitted. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once and the behavior both:**

1. Causes mental or physical harm to the other student(s)
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.
3. Teachers are responsible for reporting any known incidents of harassment/bullying/or intimidation to the principal.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with Administrative Guideline 8462. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to proper authorities in compliance with State law.

As stated, conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

1. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
2. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including, but not limited to patting, pinching, or pushing the body, with a fellow student, staff member, or other person associated with the District.

GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT

1. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
2. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
3. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

M. Insubordination

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

N. Cheating/Forgery

A student shall not willingly engage in or aid others in cheating on school work and/or tests. A student shall not forge others' (parents, teachers, principal, etc.) signatures on any document or form. Cheating may subject the student to academic penalties as well as disciplinary action.

O. School Transportation

No student shall fail to cooperate with bus drivers or fail to comply with basic safety and school regulations as spelled out in the "Transportation" section of this handbook.

P. Dress and Appearance

A student shall not dress in a manner that will present health or safety problems, cause disruption, or violate reasonable standards of decency.

Q. Technology/Phone Abuse

A student shall not abuse the school district's hardware or software including, but not limited to:

tampering with computer programs, using equipment to make unauthorized or illegal duplicate copies of computer software, damaging or destroying computer hardware or software, using

computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained, misusing district telephones to place unauthorized phone calls is prohibited as well. Students shall not use the district's computers to engage in frightening, degrading, or disgraceful Acts (i.e. cyber bullying)

R. Truancy

Students who exhibit a pattern of repeated unexcused absences and/or tardiness will be considered truant.

S. Electronic equipment

Students are not allowed to use personal electronic equipment during school which includes, but is not limited to, radios, compact disc players, walkmans, PSP, Game boys, MP3 players, and portable TV's without the permission of the principal. Students are not permitted to possess at any time such devices as, but not limited to, cellular phones, laser pointers, pagers and beepers. The property will be confiscated and disciplinary action may be taken.

T. Extortion

The act of extortion is borrowing, attempting to borrow, or taking any money or thing of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. This behavior is strictly prohibited.

U. Falsification

A student, while under the jurisdiction of the school, shall not issue or transfer any school related document, note requiring a parent/guardian signature, student pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:

- 1.) The item was obtained by giving false information or by failing to give correct information
- 2.) The item contains false information
- 3.) The item contains false authorization or signature

V. Repeated Violations of Directions, Policies, Rules. Etc.

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals, or any school personnel, during any period of time when the student is properly with the authority of the school.

PART III

Expulsion for Firearms

Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal law is defined as:

- A. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- B. The frame or revolver of any such weapon;
- C. Any firearm muffler or firearm silencer;
- D. Any destructive device, not including an antique.

PART IV

Due Process/Appeal Procedure

Due process of law shall be given to each student in the event of suspension or expulsion in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code.

When a student is being considered for these disciplinary procedures, the administrator in charge will notify the student of the reason and will give written and oral notice of the intention to suspend the student. The student will then be given an opportunity to explain his/her side at the informal hearing before the administrator. After the informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one (1) day of the reason for and the length of the suspension. You have the right to appeal the decision to the superintendent.

Suspensions may be appealed to the Board or its designee (Superintendent) within two (2) calendar days of the date of the written suspension notice. The written appeal must be filed with the Treasurer of the Board or the Superintendent and contain the reason(s) that the suspension is being appealed.

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.

Upon review, the Board or its designee may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate, or modify the suspension.

The Superintendent shall reach the decision and inform the parent in writing within two (2) school days of the hearing.

APPENDIX B

Liberty-Benton Elementary School Vacation Letter

Dear Parent:

You have indicated that your child will be away from school for a period of time due to vacation plans. We at Liberty-Benton Elementary School recognize that a child's educational experience is not confined to the school building. We understand that vacation trips can be enlightening and valuable to a child's intellectual growth. Moreover, we encourage family "togetherness

On the other hand, we do have concerns about vacations that are taken when school is in session, since vacation time for all students is built into our school calendar. We hope that you have considered the following before making your decision to take your child away from the school environment:

1. "Being in school" is a unique experience that cannot really be made up. The opportunity for class interaction, the chance for involvement with various instructional media, and the opportunity to have attention from the teacher, etc. for that day are lost to the child. Written work can be completed, but the instructional experience can't be duplicated.
2. Many children who have been out of school have a period of readjustment to the classroom when they return. The readjustment period seems to be longer and more difficult for the children who are experiencing academic problems. In other words, additional instructional time is lost after an absence as a child becomes reacquainted with his learning environment at school.
3. The State of Ohio mandates 180 days per academic year as the amount of time necessary to provide a complete educational experience for children. If a parent takes a child away from school for five days the child's opportunity to benefit from the educational system is cut to 175 days. Then, if the child later has days of absence due to illness, his/her academic opportunities are reduced even further.

If you have weighed the above concerns and still feel that it is of more benefit to your child to vacation with you, we respect your decision. We do ask your cooperation in the following ways:

1. Please notify the classroom teacher of your vacation plans as soon as possible, so the teacher has ample time to plan for your child's absence. Since most vacations are planned in advance, teachers have many more options to assign make-up work that they feel is appropriate. In some cases the work may be the exact written assignments that would have been completed in the classroom during the vacation time. It is also possible that the teacher may decide to substitute assignments that reflect your vacation plans. (For example, if your vacation involves a lot of automobile travel, the teacher may ask your child to trace your route on a map and keep a daily journal of vacation happenings in place of map papers and composition work being completed by the rest of the children in the classroom.) The teacher may ask a child to make up all tests, or the teacher may not require that tests be made up. In this case the test scores wouldn't be averaged into the final grade, and work completed while the child was physically present in school would simply count more. The teacher may ask that work be completed before vacation, while the child is vacationing, or after vacationing- whatever plan fits the specific situation best. Teachers will deal with vacation absences in a flexible manner and use their professional judgment to determine the best procedures.
2. Please cooperate with the teacher if it is necessary for a child to come to school early or stay late for extra help or make-up tests.
3. Please try to remember that the time that your child's teacher spends preparing work for him/her is an extra responsibility beyond the teacher's normal work load. Try to be considerate of the teacher's already crowded schedule.

Appendix C

AUTHORIZATION OF MEDICATION OR TREATMENT

(To be completed by parent)

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO POSSESS OR USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED

Name of Student

Telephone

Address

Date of Birth

School/Room

Grade/Teacher

1. I am requesting permission for my child named above to:

_____ use or receive medication

_____ receive treatment

in accordance with the doctor's prescription.

2. I will assume responsibility for safe delivery of the medication to school. It is the parent's responsibility.

3. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

4. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent

Date

Telephone

Work Telephone

Home

Appendix D

PHYSICIAN STATEMENT

To the Physician:

The Board of Education urges you to schedule, to the extent possible, medication or treatment of a student outside of school hours. When that is not possible, medications and/or treatment will be permitted, insofar as feasible, during school hours. Medication in pill form is preferable to liquids for use in school.

I have prescribed the following to be administered to _____
Student

Medication _____ Dosage _____

Medication is to be taken at the following times _____

Instructions or precautions (including possible side effects)

Treatment

Beginning Date _____ Expiration Date _____

Physician _____ Telephone _____

Address _____

Printed/Typed Name _____ Date _____

AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-prescribed medication(s) to the student:

Office staff (secretaries), Dean of Students, Principal, Teacher when necessary (fieldtrip)

Principal

For convenience, you may fax to (419) 420-9237 Attn: Elementary Office

APPENDIX E

Truancy Steps Outline (as permitted by Ohio Revised Code)

Step I – First Truancy

1. The parents or guardians will be notified by letter and may be asked to come to the school for a conference with the principal. The educational and legal aspects of regular attendance may be reviewed.
2. The student may be referred to a counselor and/or school psychologist for appropriate counseling.
3. The student may be assigned detentions, suspended for one (1) school day, or given other disciplinary measures as adopted at the local school level.

Step II – Second Truancy

1. The student may be suspended up to a maximum of three (3) school days at the discretion of the principal. Other appropriate disciplinary action may be substituted for suspension.
2. The student may be referred to the appropriate person or agency for further counseling.
3. The parent or legal guardian will be notified by letter of the truancy, and the legal forms; Warning to Child and Notice and Warning to Parent or Guardian will be served by the Attendance Officer.
4. The parent(s) will be requested to come to school for a conference with school authorities.

Step III – Third Truancy

1. The Attendance Officer will notify the juvenile court, secure pertinent data from principals, complete appropriate forms and a Pre-Court Conference will be held.
2. Parents will be notified and requested to attend the Pre-Court Conference along with other specified personnel.
3. The student may be referred for further counseling.
4. The student may be suspended for up to a maximum of five (5) schools days. Other disciplinary action may be substituted.

Step IV – Fourth Truancy

1. The student may be suspended for up to ten (10) school days. Other disciplinary action may be substituted.
2. The Juvenile Prosecutor, or appropriate court personnel, will be notified and such action as stipulated in the Pre-Court Conference will be initiated.

Step V – Fifth Truancy

1. The student may be recommended for a suspension from school of up to ten (10) days.
2. The student may be recommended for expulsion.
3. The Juvenile Prosecutor will be notified.

**STUDENT HANDBOOK
AWARENESS STATEMENT**

We have received the Student/Parent Handbook, including general information, rules, and expectations. We realize that we are responsible for reading and following its contents. Parents are required to inform the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

Date: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Teacher Name: _____ Grade: _____

NOTE: This is a replacement copy of this form. You should have received a copy of this form in your back to school packet to sign and send to school. If you did not receive a copy or have misplaced your copy, please use this form.

**PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S TEACHER
AS SOON AS POSSIBLE.**

(Teachers: Keep this form on file in your classroom.)