

POWELL ELEMENTARY SCHOOL  
PARENT - STUDENT  
HANDBOOK  
K - 6  
2009-10

North Baltimore Local School District  
500 North Main Street  
North Baltimore, Ohio 45872  
419-257-2124  
Marlene North, Principal

Dear Parents and Students:

On behalf of the staff of Powell Elementary School, I would like to extend our warmest welcome to students, parents, and friends of our school.

This handbook contains information, which is designed to answer questions you might have as to the procedures, services, and policies of our school. If the contents of this handbook fail to answer any questions you might have, please call our office at 419.257.2124. As educators our greatest desire is to cooperate with parents and provide an environment that will maximize the educational opportunities for your child as well as enhance his/her life.

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. This handbook supersedes all prior handbooks and other written material on the same subjects. It is the policy of this District to provide an equal education opportunity for all students.

Sincerely,

Mrs. Marlene K. North  
Powell Elementary Principal

North Baltimore Vision: **EXCELLENCE**

Mission of the North Baltimore School District

**Inspire...Create...Achieve... A Community of Excellence**

Powell Mission Statement

We are committed to meeting the educational needs of all children in a safe, challenging environment by providing every child with a strong academic foundation in which they can experience success.

Powell Vision Statement

Students, Staff, Families, Community Working Together for Excellence

**Board of Education Philosophy**

The Board of Education of the North Baltimore School District believes that each individual should be accepted into the educational program as he/she is, that he/she shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will effect continuing satisfactory adjustments to life.

Objectives:

In practical application of this philosophy, opportunities shall be provided to each individual within the limits his/her capacity to:

1. develop physical, mental, and emotional health.
2. develop moral and ethical values.
3. develop an appreciation for his/her role in the family and in civic groups.
4. develop skills for effective participation in the democratic processes.
5. develop the ability to communicate ideas.
6. develop knowledge and understanding of his/her natural environment.
7. develop economic competence as a consumer.
8. develop saleable skills and vocational competence.
9. develop appreciation of the arts.
10. develop wise use of leisure time.
11. develop zeal for continuous learning and self-improvement and that will help the student to improve and change our culture and society.

**North Baltimore Board of Education Members**

Board of Education Office - 257-3531

Mrs. Tammy Thomas	600 E. Broadway	257-2474
Mr. Dave Casey	14141 Oil Center Rd.	257-2545
Mr. Jake Trevino, President	319 N. Main Street	257-3139
Mrs. Sue Ebright	201 Rudolph Rd.	257-2002
Mrs. Holli Gray-DuVall, V. Pres.	306 Rudolph Rd.	257-1312

**Administrative Staff List**

Kyle Clark	Superintendent
Marlene North	Powell Elementary Principal - K - 6
Robert Falkenstein	Main Building Principal - 7 - 12
Eve Baldwin	Treasurer

## North Baltimore's Elementary Program

The Elementary Program consists of two AM and two PM preschool classes, two morning kindergartens, one afternoon kindergarten, three first grades, three second grades, three third grades, three fourth grades, three fifth grades, and three sixth grades.

Instruction is provided to students with special learning needs through the following: some primary and intermediate level special needs resource classroom and primarily inclusion instruction, Reading Recover for identified first graders, literacy and math intervention and a K-6 gifted teacher.

The Powell School provides a music teacher with direct instruction to all students in kindergarten through sixth grade, with band offered for 5<sup>th</sup> and 6<sup>th</sup> graders. Students in grades 1-6 receive direct instruction twice a week from a physical education teacher, and kindergarten students receive instruction once a week. Creative expressions through visual arts is provided one a week. Speech and language therapy is available for those in grades K-6 who qualify. Because North Baltimore is a local school district, access to the services of educational psychologists, special needs supervisors, some therapists such as OT, and consultants is provided by the Wood County Board of Education.

Powell Elementary is proud to be a Literacy Collaborative school, which provides for a comprehensive literacy framework for our students. Strong in-class instruction, teacher training and coaching, periodic assessment, and quality intervention support are all components of this research-based framework. For more information about this program, contact our literacy coordinators. Each member of the elementary staff is dedicated to providing a safe and stimulating environment in which a child can grow, maximize his learning opportunities and enhance his life.

### POWELL ELEMENTARY STAFF

Kindergarten...Jennifer Carter	Intervention Specialist...Ann Broughton
Kindergarten...Kim Conkle	Intervention Specialist...Steve Green
Reading Recovery...Julie Carr, Mark Detamore	Interventions... Mark Detamore
First Grade...Andrea Walden	Intervention Specialist...Jeanne Titus
First Grade...Misty Schinsky	Intervention Specialist...Beth Stimmel
First Grade...Barb Wymer	MD Teacher...Tammy Morris
Second Grade...Melanie Missler	Library Aide... Pamela Weisbrod
Second Grade...Cindy Coppler	Technology Coor...Mike Csontos
Second Grade...Brigett Teyner	Instrumental Music...Ben Pack
Prim. Lit. Coordinator...J. Titus	Art Education Consultant...Luke Archer
Third Grade...Andrea Walden	Vocal Music ...Aaron Tobe
Third Grade...Chris Ridge	Phys. Education...Tonda Hollenback
Third Grade...Beth Kreais	Speech Pathologist...Amy Keegan
Fourth Grade...Megan Hernandez	Pre. ...LindaLeow,Marina Williford
Fourth Grade... Becky Lucas	Preschool Aides...Linda Tipton and Shauna Rensch
Fourth Grade...Voni Detamore	SchoolPsychologist...Lynette Brown
Int. Lit. Coor...Becky Lucas	Powell Adm. Asst.... Kathi Bucher
Fifth Grade...Nancy Grimm	Powell Adm. Asst. 1/2...Laura Damon
Fifth Grade...Michelle Flick	Head Custodian...Chris North
Fifth Grade...Janet Kominek	Custodian...Rick Mays,Ryan Weber
Sixth Grade...Kara Cikotte	Head Cook...Lisa Euler
Sixth Grade... Brooke Forsyth	Cook.. Tammy Deerwester, Vicky Grilliot, Kara Stefanka,Ann Carles
Sixth Grade...Karen Dishong	Kindergarten Aide...Carol Bateson
Gifted Education...Jana Schroeder	Title 1 Aide...Monica Davis
Leveled Literacy Int...Amanda Jacobs	Cafeteria Aide ...Rhonda Okuley
Health Aide...Mary Trevino	

### Daily Schedule

7:55-8:03 a.m.	Students may enter building
8:03 a.m.	Tardy Bell; School Begins
10:40 a.m.	A.M. Kindergarten Dismissed
11:55 a.m.	P.M. Kindergarten Begins
11:20-12:10 p.m.	First Grade Lunch/Recess
11:15-12:05 p.m.	Second Grade Lunch/Recess
11:35-12:25 p.m.	Third Grade Lunch/Recess
11:40-12:30 p.m.	Fourth Grade Lunch/Recess
11:55-12:40 p.m.	Fifth Grade Lunch/Recess
12:00-12:45 p.m.	Sixth Grade Lunch/Recess
2:30 p.m.	Dismissal

\*Two hour delay schedule may be found on page 18 under "Emergency Closing".

\*Please time student arrival at school for 7:55-8:00 a.m. There is no supervision before 7:50 a.m. and school doors are closed until then. Therefore, the school will assume no liability for students arriving on school grounds prior to 7:55 a.m. Parents are welcome to drop their child off at their classroom. We encourage all parents to leave their children at the classroom door, not taking them into the classroom, after the first week of school. Fifth and sixth grade "switch" schedules for content areas will be provided by the classroom teachers.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students must enroll at NB High School, regardless of grade level. Powell Elementary students are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate
- court papers allocating parental rights and responsibilities or custody (if appropriate)
- proof of residency
- proof of immunizations
- social security card

Students may begin the next school day after enrollment procedures are completed. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

A student who has been expelled by another district temporarily may be denied admission to the district's schools during the period of expulsion even if that student would otherwise be entitled to attend school with the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Powell, the parent must notify the school office. A withdrawal sheet must be filled out in the Powell Office. School records shall be transferred within fourteen days to the new school district (14 days is required by missing children laws) after receipt of request from the receiving school. Parents are encouraged to contact the principal for specific details.

## **DIRECTORY INFORMATION**

The school will provide, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth and dates of attendance.

Parents may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within 10 days after receipt of the district's public notice. Distribution of this handbook constitutes public notice.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

## Attendance

Regular and punctual attendance is essential for academic success in the elementary school. The learning experiences a student misses when he/she is absent cannot be duplicated elsewhere.

State laws governing school attendance are very specific and leave no option for school authorities to excuse children from school.

As adopted by the North Baltimore Board of Education, absences may be excused for:

1. Personal Illness
2. Illness in the family requiring the student to be at home
3. Death in the family
4. Religious Observances
5. Travel related to the educational program of the student
6. Medical, dental or legal appointments
7. Family Approved Vacation

Attendance procedures, in accordance with the Missing Children's Act of 1985, are as follows:

- A. If your child is to be absent, please call the Elementary Office prior to 9:00 a.m.
- B. By law we must contact you on each day your child is absent UNLESS you have contacted the office first, either by phone or by note sent with another student. If we cannot reach you by phone, we must then send you a post card notifying you of your child's absence. A parent phone call to the office about a student illness saves time and postage and saves a possible interruption at your work. Early evening or morning phone messages can be left on the Powell Office answering machine.
- B. If a parent did not notify the school, a student returning to school following an absence must bring a note signed by his/her parent(s) or legal guardian on the day of return stating the cause of the absence. This note is to be given to the classroom teacher and then sent to the office secretary. No notes will be accepted after 3 days.
- C. A student will be considered absent a half day if he/she arrives at school after 9:30 a.m. or departs school before 1:00 p.m. The child must report to the office with a parent or a note indicating the reason for being tardy or leaving early. On attendance reports/grade cards, a "tardy" constitutes a late arrival (8:04-9:30) or an early dismissal (1:01-2:30).
- D. In the event of an injury or illness, which would limit activity such as physical education, a written excuse from the parent must be brought or sent to the office. An excuse from the family doctor may be required if the period of time is to be prolonged.
- E. Please notify the Elementary Office if your child has contracted a contagious illness. Ill children should be kept at home until they are no longer contagious or no longer have a temperature. The student's temperature should be normal for 24 hours before returning to school.
- F. Parents taking children out for vacations should notify the Elementary Office in writing (forms available in the office) one week prior to their departure. The note should include the date(s) the student will be out of school and the date(s) he/she will be returning. Teachers need at least one-week notice for setting up homework for the student. Students who do not make up missed assignments or have previous attendance issues will not be approved for future vacations.
- G. Students who become ill at school are sent to the office. It is absolutely essential that parents have a plan for this type of emergency. It can be frightening to an ill child to sit in the office for a prolonged period of time. If you will be unable to come and get your child, when he/she is ill, make sure the office has the names and phone numbers of the people to contact in an emergency.
- H. No pupil may leave the building early without a written request or a phone call from the parent(s). These requests should be given to the teacher and will be sent to the office at 8:03 a.m. Under no circumstances are parents to go to the classroom and remove a student without making this request in the office and signing the registration sheet.
- I. Students with excessive unexcused absence or tardiness will be reported to the Wood County Truancy Officer or JUMP for proper action. Parents will be sent a warning letter after 5 absences or 5 tardies. More than 5 unexcused tardies in once semester will result in the student being assigned a detention. For every five thereafter, the same consequence will occur. After 10 absences or 6 or more tardies, the parents may be called in for a conference with the principal and/or representatives from the JUMP program (this applies to one calendar school year).

Student absences must be followed up with a written note upon return. The child's attendance is unexcused until a written note is received (a phone call is not sufficient). Feel free to use one of the forms at the back of the handbook, which is provided for your convenience.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications are to be delivered to the office and taken only with adult supervision. The principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **EMERGENCY MEDICAL CARDS/FAMILY INFORMATION**

EACH STUDENT IS REQUIRED TO HAVE AN EMERGENCY MEDICAL CARD ON FILE IN THE SCHOOL OFFICE. Cards must be kept updated for emergencies.

This card lists information vital for the care of the student in case of a medical emergency at school. Please be sure your child's card is completed accurately and returned immediately to the school. A student may be excluded from school until this requirement has been fulfilled. If there are changes in the phone numbers of the parents at home or work, the name of physician, student information or other information, NOTIFY THE SCHOOL IMMEDIATELY.

It is the responsibility of parents to inform the school concerning any parent custody changes that occur. The office must have on file a copy of the court order that legally addresses custody issues. Students will be released to either parent unless a copy of a court order prohibiting contact is presented to the school. Non-custodial natural parents do have a legal right to view school records concerning their children unless prohibited by court order. The custodial court order that awards custody to the North Baltimore resident MUST be presented at the time of enrollment.

## **MEDICINE**

As a general rule medication of any kind, in any form, is not allowed to be dispensed on the school grounds. Exceptions to this policy are allowed when a physician prescribes medication which must be administered more than three times daily or specifically during school hours. A medication form must be signed by the physician as well as the parents indicating the following information:

1. name and address of the student
2. name of the drug and the dosage administered
3. times to dispense the medication
4. the date the administration is to begin and cease
5. severe adverse reactions
6. any special instructions necessary for administration

The medication is to be received in the office in the container in which it was dispensed. The student is responsible for reporting to the office to receive the medication. The parent is responsible for maintaining an adequate supply of the medication.

Cough drops can be dispensed if a note is received in the office along with the cough drops. They can be dispensed according to the directions on the box. These will be kept in the office for a period of three days and then returned home.

## **HEAD LICE**

Students who are suspected of head lice will be checked by school personnel. If a problem is detected, parents will be notified. These students should be treated with medicated hair shampoo. Symptoms of head lice include: head and scalp itching and yellow-brown nits at the nape of the neck, crown of the head, and above the ears.

Students will be allowed to return to school after they have been treated and the nits have been properly removed. The health aide will complete follow-up checks one the day of return as well as one week later.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases may include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

## **CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Parents may be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **GUM CHEWING/CANDY**

Chewing gum and candy are not to be consumed at school on a typical day. Special events, parties, and special treats are exceptions, which will be deemed appropriate by the classroom teachers.

## **PUPIL TRANSPORTATION**

To provide adequate, safe, economical, and efficient transportation for pupils, the following rules, regulations, and information are provided to the parents.

The school bus driver shall be in charge of the bus at all times and shall be responsible for order (on field trips, the teacher is responsible). Pupils shall conduct themselves on the bus as they would in the classroom. School begins upon boarding the bus in the morning and is over after the students have left the bus at their drop-off point.

Following state guidelines, students living in town are not eligible for bus transportation. An exception is made for students living south of the tracks. Those students living in town north of the railroad tracks are required to walk to school.

### **A. Bus Regulations**

1. Students should have one definite pick-up and delivery address on file in the office.
2. Regular bus route pupils are assigned to a specific bus and they should ride that bus. Emergency changes are handled on an individual basis. Forms are available in the office if changes need to be made throughout the year.
3. Requests for bus route changes must be turned in to the superintendent's office and to the elementary principal. Please send a written note to the elementary office if your child, who is normally a bus-rider, will be walking home or will be picked-up after school. The written note is necessary because of the many custody papers on file in the office. Emergency bus route changes need to be made through the elementary office or your child will be sent home in the usual manner.
4. Drivers are not allowed to accept verbal or written changes from parents. Drivers will not discharge or pick up students at locations unless approved by the superintendent and the transportation secretary.
5. Bus routes are established by the superintendent and are available at the Board of Education Office (257-3531).

## B. General Bus Rules

1. Students should be waiting at the bus stop at the scheduled time.
2. Students should be seated as soon as they get on the bus.
3. Place instruments, book bags, books and other articles in the designated safe places on the bus.
4. Students should not change seats, cause any disturbance or throw any articles while on the bus. The driver's attention must be on the road for the safety of the passengers.
5. Students should keep their conversations at a reasonable level.
6. Eating, drinking and chewing gum is not permitted.
7. Students should enter and depart the bus in an orderly fashion.
8. Students must not place an article in the aisle or in front of the emergency door. Articles in these areas make entering and departing unsafe.
9. There will be no talking at railroad crossings.
10. No smoking or fighting on the bus.
11. There shall be no vulgar language or gestures by the students while on the bus.
12. Students shall not bring items that can be interpreted as weapons.
13. Glass containers are not permitted on the bus.
14. Litter should be deposited in the appropriate place.
15. Upon arrival at the elementary building, the students should proceed directly into the building.

## C. Bus Safety Rules

1. Students should not approach the bus at a stop until the bus has come to a full stop.
2. Students should wait back from the edge of the highway until the bus stops (20 ft.)
3. Students should wait until the driver signals before crossing the highway, then double check both ways again.
4. Students should cross at least 10 feet in front of the bus when the driver signals you to cross.
5. Students must stay seated when the bus is in motion.
6. Students should not put anything out of the windows.
7. Students should move well away from the bus after unloading.

## D. Bus Emergency Exit Procedure

1. Do not crowd-let those closest to the exit go first.
2. Keep your hands free - leave everything behind.
3. Get away from the exit - so others can get out.
4. Do not touch emergency equipment - until told by the driver.

## E. Violations

Drivers will warn students about inappropriate behaviors and rule violations. Persistent disorderly conduct or refusal to abide by the rules shall be sufficient reason for the driver to make a written report to the principal. The principal will decide on any corrective measures. These measures may include probation or suspension from the bus. A first offense will result in a written warning and conference with the principal; second offense is written warning and detention; third offense is written warning and a three (3) day bus suspension. Offenses thereafter will be dealt with on an individual basis.

## F. Bicycles

Students are permitted to ride their bikes to school provided they park them in the proper racks. Locks are strongly recommended. Students must walk their bikes across the intersection of Main and Cherry and on all school sidewalks coming to and going home from school.

G. Walkers/Car-Riders

The entrance to the new addition is reserved for handicapped access only. Students in fourth through sixth grade will use the entrance by the gym. The office entrance is for students in grades kindergarten through third grade.

When the Safety Patrol is on duty during arrival and dismissal, all students are to respect and follow directions of the Safety Patrol students. Violations of pedestrian and/or bicycle rules will result in disciplinary action by the principal.

Car-riders should be dropped off in front of the building along Main Street and enter at their designated door. The south circle drive along Cherry Street is reserved for buses only.

As with bus riders, any changes in the normal and usual transportation procedures must be cleared through the office. Students will be sent home in the usual manner unless they have a signed note or a phone call from the parents for the transportation change.

H. Adult Responsibility

Parents are encouraged to instruct students on pedestrian safety. Our goal is that students will acquire safety skills that will protect them at all times - in the evenings after school, on weekends, vacations, during the summer, or whenever they are outside playing. Parents' cooperation in following these safety guidelines is greatly appreciated. It makes coming to school and going home less confusing and safer for your children and our students.

**IMMUNIZATION**

Ohio law requires that all children entering school must present a certificate from a doctor or health department showing that they have been immunized for hepatitis B, diphtheria, tetanus, whooping cough, polio, rubeola and rebecca measles, and mumps.

By law, students must be excluded from school unless all immunizations are up-to-date unless exempted. Students exempted will, however, be excluded from school if any other student contracts one of the above illnesses and shall be excluded until approved for return to school. Check with our health aide for immunization requirements specific to the year your child entered school.

**CAFETERIA**

The school cafeteria provides hot class A lunches that are well balanced and nutritious. The prices printed may change to \$2.25 awaiting board action. Accurate prices will be given at Open House.

Lunch prices:

Student lunches 1-6	2.25
Student lunches 7-12	2.25
Adult lunches	2.75
Student milk	.50
Adult milk	.50

Students should turn in their lunch money to the lunch pouch in the classroom first thing in the morning. Money should be sent in a sealed envelope with the child's name on it. Weekly (5 day), bimonthly (10 day) or monthly (20 day) payments can be made on Monday's and Tuesday's. Students purchasing a lunch or any cafeteria item must enter their student ID number into a computer system before purchases are completed. Students are given this number on their first day of school.

Children may only buy "extra" items if they have money in their extras account. If parents do not indicate how the money is to be put on their child's account, it will automatically go towards lunches only. Parents will receive an account statement every other Friday, with first, second, and third grade parents receiving them one Friday, and parents of fourth, fifth, and sixth grade students receiving them the next Friday. Students are asked not to charge lunches; however, if they do they will receive a peanut butter sandwich for their main item if charges are over \$5.00. Extra items may not be charged.

Students may pack a lunch from home instead of buying if they wish. We ask that no carbonate drinks be sent in student lunches. Students may not leave the building for lunch.

Rules of good manners and etiquette are expected from all students.

1. All student lunches must be eaten in the cafeteria.
2. Students crowding or cutting into the cafeteria line are discourteous and will not be allowed.
3. Students should make sure they leave their table clean and free of food, milk cartons, etc.
4. Loud conversations that annoy classmates and peers should be avoided.
5. Students should remain seated until finished and dismissed by the cafeteria aide.
6. Students should remain in the cafeteria until the recess teacher picks up the class and takes them to recess.

Students are given time to finish their lunch but it is their responsibility to make good use of that time. Application forms for the free/reduced price lunch programs are distributed to every student at the beginning of the school year. These are available in either school office at anytime you feel you may qualify.

**FINES**

Students guilty of damage to school property (for example text/library books) will be assessed a replacement fine.

**FEES**

Student fees are to be paid in the school office by the end of the first nine week grading period. Fee waivers are available upon request in the school office for families that qualify. Payment plans may be set up with Mrs. North. Grade cards will be held if student fees are not paid. Fee reductions are available if paid during the first quarter (\$4.00 reduction). Fees before reductions are:

Kindergarten.....	\$44.00	(12.00 Handwriting Bk, 28.00 General Fees, 1.00 Activity Fee, 1.00 Handbook, 2.00 Technology)
First Grade .....	\$44.00	(17.00 Math Wkbk, 1.00 Activity Fee, 1.00 Handbook, 11.00 Handwriting Bk., 2.00 Technology and \$12.00 Fees)
Second Grade . . . .	\$44.00	(17.00 Math Wkbk, 1.00 Activity Fee, 10.00 General Fees, 3.00 Assignment Bk, 2.00 Tech., 11.00 Handwriting Bk )
Third Grade .....	\$44.00	(3.00 Assignment Book, 17.00 Math Wkbk, 10.00 Fees, 4.00 Progress Book Fee, 1.00 Activity Fee, 7.00 Handwriting Book, 2.00 Technology)
Fourth, Fifth, Sixth Grade .....	\$44.00	(Same as third except: no Handwriting Book and 17.00 fees)

Fees cover general supplies used in the classroom.

**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 all individuals who have access to the District's programs and facilities.

The North Baltimore School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

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.

**PLAYGROUND REGULATIONS**

All children are expected to go outside for recesses when the weather permits. We do not have the means to adequately supervise students requesting to stay inside. We feel that if a child is well enough to come to school then he/she is well enough to participate in all activities. Chilly or damp days do not cause colds or make them worse. In fact, recesses are beneficial allowing students "fresh air" and a chance to release energy. Please make sure your child is properly clothed for recess activities. Parents requesting their child to stay indoors during recess after an illness may do so for up to two days. Students will spend the time in the office. Extended time in from recess requires a physician's note. Playground rules will be covered by the classroom teachers with some being listed below:

Students are expected to follow common sense rules and be courteous when playing on the playground to insure not only their own safety, but the safety of their playmates as well. Listed below are a few of the rules:

1. The only items permitted to be thrown on the playground are playground balls.
2. Tackle football, roughhousing, pushing and/or shoving other students or other similar dangerous contacts are prohibited.
3. Students must sit on the swings and slides in an appropriate and safe manner.
4. Inappropriate behaviors, vulgar language or profanity will be handled the first time with a loss of recess and wall detention time. If poor behavior/language persists, playing privileges may be lost, and the student may be considered for more appropriate actions (including suspensions) and parental conferences.

#### **WINTER CLOTHING AND FOOTWEAR**

On snowy and wet days the students must have boots or waterproof footwear to participate in outside recess. Students should not have to spend a very uncomfortable afternoon in wet shoes.

When the rare occasion arises necessitating a student to stay inside, a note from the parents, stating why the student cannot participate in outdoor recess, should be given to the teacher.

#### **DISCIPLINE**

It is important to remember that the School's rules apply on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School Bus Rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Therefore, the principal may choose to alter the plan if deemed appropriate.

Unacceptable behaviors such as the use of foul language, offensive gestures, damage to school or personal property, threat to teachers or students, and fighting will not be tolerated. The following options will be implemented for students who make unacceptable choices and chose to exhibit these behaviors:

#### **Fourth Grade and Older Options**

1. Detention (after 5 detentions, **may** move to options 2, 3, or 4 as deemed appropriate by school administration)
2. Session with the Wood County Detention Officer (from JDC)
3. Student and Parent Tour of JDC (or) Suspension School in Bowling Green-1 day @ SSSP (Supervised School Suspension Program for ages 11 and above)
4. Charges may be filed with the NB Police Department for Disorderly Conduct (if actions are violent, the police will be called during the first offense)(or) Parents will agree to seek immediate counseling at their expense and proof must be given to the principal within 5 days that therapy has been initiated -and - parents/adult will do 1 day of adult supervision of student in the school
5. Adult In-School Visitation (1 day of adult supervision of the student in the school) (or) Out-of-School Suspension (at home)
6. Other mutually agreed upon course of action by principal and parent(s).

#### **Third Grade and Younger Options:**

1. Detention (after 5, **may** move to options 2 - 6)
2. 1/2 day in-school suspension
3. Full day in-school suspension
4. Session with the Wood County Diversion Officer (from JDC)
5. Adult In-School Visitation (1 day of adult supervision of the student in the school) (or) Out-of-School Suspension (at home)
6. Step 4 plus Parents will agree to seek immediate counseling at their expense (or) Participate in a parent conference with a behavioral specialist to establish and implement a behavior plan

Additional Note:

A copy of the discipline form that is used school-wide can be requested from the office. In each incident that a child is sent to the office with a discipline referral, this note will accompany that child. The top portion will be filled out by the teacher, with the principal filling out the middle and bottom sections. These forms will be kept in the principal's office for the

remainder of each calendar year. All suspension actions will be filed in the student's permanent records. A copy of this form will be mailed to the parents.

Individual classroom policies will be sent home with students by the end of the first week of school (typically provided at Open House). Our intermediate classrooms (third through sixth grade) follow a similar checkmark system that will provide parents with checkmarks in their child's assignment notebook when one is received (checkmarks will be further explained in individual classroom discipline plans). Parents may request more information about their child's checkmarks through a phone call or through the assignment notebook. It is very important that students keep their planners throughout the school year. If one is lost, it can be replaced in the office for the cost of the planner.

#### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

#### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. When a student is suspended, s/he may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

#### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after the superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the superintendent. The appeal will also be formal in nature and heard by the Board of Education. Again, the right to representation is available. All opportunities to earn grades or credit ends when a student is expelled.

Powell School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

#### **SEARCH AND SEIZURE**

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

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

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

#### **USE OF DRUGS**

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be

contacted. This includes nonalcoholic beers and wines, steroids, and the like. Many drug abuse are also offenses also felonies.

#### Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

#### USE OF TOBACCO

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco (including lighters) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Appropriate disciplinary actions will be taken.

#### STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

#### POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to matches, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless s/he modifies the expulsion based on consideration of one or more of the following specific circumstances:

- A. The student is enrolled under an IEP or 504 plan and the IEP or 504 Team recommends removal in accordance with the law.
- B. The student was unaware that s/he possessed a firearm.
- C. The student did not understand that the item s/he possessed was considered a firearm.
- D. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm.

If a student is found possessing a knife which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student for up to one (1) year.

#### THEFT

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the teacher. The school is not responsible for personal property.

#### POSSESSION OF ELECTRONIC EQUIPMENT/LASER LIGHTS

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, pagers, cellular telephones and the like without the permission of the teacher. The property will be confiscated and disciplinary action will be taken, if appropriate. Laser lights are not permitted on school property.

## **REPORTING PUPIL PROGRESS**

Pupil progress is routinely reported by interim reports, parent conferences, nine-week grade cards, benchmark assessments, and Achievement and Diagnostic assessments. Grade cards are sent home with students four times a year, each nine-weeks quarter. Kindergarten receives two grade cards, one at the end of each semester. Grade cards each quarter are held if school fees are not paid.

Interim reports, indicating weak and/or strong areas, are sent home to parents in the middle of each grading period so that corrective action can be started and parental intervention conferences can begin. Kindergarten students receive interim reports at the end of the first and third grading periods. Parent/Teacher Conferences are scheduled during the 2nd and 3rd quarters.

One full day is set-aside in the fall and one in the spring for Parent/Teacher Conferences. However, teachers and parents are encouraged to confer with each other at any point in the school year concerning pupil progress and other questions or problems. Parents are asked to make an appointment to confer with school personnel. Promotion, placement (minimum level of standards met), or retention (minimum level of standards not met in two or more academic areas) to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

Retention of students should be discussed with parents as a possibility no later than February parent/teacher conferences, with few exceptions (i.e. poor attendance after that point). Retentions are discussed with families, working as a team to make the best educational decision for the student. If a consensus cannot be reached, the final decision will be made by the school.

Grading Scale - Grading scales are listed on the grade card report. Students receiving letter grades based on percentages will use the following scale:

A-92-100%, B-83-91%, C-74-82%, D-65-73%, F-64% and below.

## **STUDENT RECORDS**

Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records--directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency.

Confidential information that is in a student's records that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## **STUDENT DRESS/HAIR**

The dress code for the students at the Powell School should be appropriate so that it does not interfere with their safety or their health, the educational process, the classroom educational environment, or with the standards of common decency. No midriiffs should be exposed, no mesh shirts or muscle shirts should be worn, and chains are not allowed to hang from clothing. Hair may be spray painted only on designated days. Hair should not cover students' eyes.

The students should have reasonable footwear. Students will be expected to wear tennis shoes for all physical education classes. Our gym floor requires soft-soled shoes in the multi-purpose room. Flip-flops and shower/beach thongs are very dangerous for young children. This type of footwear exposes the student to falling injuries, foot injuries, bee stings and wood splinters from the mulch under the playground equipment. Socks should be worn with sandals having no back strap. Shorts can be worn as long as weather permits. Shorts should not be tight fitting or too

short. Clothes with logo pertaining to alcohol, drugs, violence, or obscenities are not allowed at any time.

Children should always be dressed for the worst predicted weather for that day, especially during the months of November, December, January, February, March and April. The school principal has the right to the final decision concerning questionable dress or footwear.

Hats and bandanas may not be worn inside the school. Special days will be designated (such as Spirit Day) when this rule will be waived.

#### **STUDENTS TO WORK DAY**

"Students/Child to Work Day" is a designated day for parents to take their child to work with them. Parents must send in a note indicating their child will be absent from school before the designated date. The child will not be counted absent as long as the parent follows the absence the next day with a signed note from the parent's employer verifying that the child was in attendance for the duration of the day. Children are expected to attend a job outside the house which is income producing. Children will be counted as present only on the Nationally recognized date established for this purpose. Children must be with a parent/guardian. This day is not to be confused with career exploration experiences where they may visit/shadow a person of their choice.

#### **FIELD TRIPS**

Powell School will make a conscious attempt to extend learning beyond the confines of the classroom. Students may go on one or more trips each year, some locally and others to all corners of the state (i.e. outdoor education camp, Camp Campbell Gard for fifth graders). Teachers will send home notification well in advance of each planned trip. The permission slips must be signed by the parent, which are part of your child's emergency medical form prior to departure. Children must ride the bus unless parents have notified the school before the trip begins. Students are only allowed to ride with their own parent as the driver and only if the parent is staying as a chaperon.

Parents are encouraged to attend and help as chaperons. Unfortunately, other arrangements must be made for younger siblings who are preschoolers or toddlers since liability regulations prohibit them from riding the school bus.

#### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

#### **VISITORS**

Parents are always welcome to visit their school. We would appreciate your cooperation and compliance with the following:

1. Any parents or visitors must first sign in at the office upon arrival and sign out at departure, receiving a visitor pass from the office. The office must know who is in the building and why. If you are working in the classroom as a volunteer or you are visiting a classroom, we ask that younger siblings remain at home - exceptions being classroom parties.
2. The cafeteria is open to those visitors in the building at lunchtime. Adult lunches are \$2.50. We only ask that you let us know in the morning if you will be staying for lunch so enough food can be prepared. Please sign in at the office if you are coming just for lunch.
3. No students should remain or return to the building after dismissal time unless they are participating in an approved school or class event. Forgotten books or homework can be retrieved before 3:30 p.m. by first stopping in the school office. After that, students will have to wait until the next school day or find a custodian to open the classroom.

#### **ROOM ASSIGNMENT/ROOM REQUESTS**

School personnel will attempt to put students in classrooms that will maximize their learning experiences and opportunities. The principal and staff will make the room assignments based upon the following criteria:

1. Boy/Girl Ratio
2. Test Scores
3. Reading Levels
4. Behavior (Social & Emotional)
5. Achievement Levels
6. Teacher Recommendations
7. Parent Needs Form

Parent requests for specific teachers will no longer be accepted. Specific learning needs of children can be identified and the Powell Staff will work cooperatively to assign students accordingly. A request form is available in the Elementary Office and must be in writing to the principal May 20th for the following school year.

We will attempt to get room assignment to the newspapers in mid-June. Once assignments are published, children will not be transferred unless extreme circumstances exist.

#### **GIFTED EDUCATION**

The North Baltimore Local Schools assures that the procedures for identifying and serving gifted students are followed according to the Ohio Rule for the Identification and Services of Children Who are Gifted. Students who are gifted perform or show potential for performing at remarkably high levels of accomplishment when compared to others their age, experience, or environment. Additional information on the gifted program may be obtained from the principal.

#### **FIRE, TORNADO, BUILDING EVACUATION and LOCK-DOWN DRILLS**

In compliance with state laws, monthly fire and tornado drills are held for the safety of students and staff. A fire exit sign is displayed in all rooms. Teachers periodically review these procedures with all students. Building lock-downs may also be practiced or executed for safety purposes. The procedure will be initiated by a P.A. announcement. Upon hearing this announcement, teachers are to go to their doors, check the hall for students, and then lock the door. If the teacher finds a student outside his or her classroom, the student is to be brought into the room prior to locking the door. Students in the halls are to report to the nearest classroom immediately. Building evacuation procedures will be practiced at least once a year, with our evacuation site being the Catholic Church.

Students must remain quiet during any drill so directions can be heard in an emergency. During all drills, students must also walk and keep their hands to themselves so all students can exit safely.

#### **TELEPHONE**

Students are allowed to request an adult in the office to call home for a forgotten lunch or other needs warranted as appropriate by the classroom teacher. Office use of phones by students is limited to emergency use only. If special circumstances warrant consideration, please contact the building principal to discuss details for calls to be placed. Phone use is not permitted for forgotten homework or to arrange after school activities. If students are not picked up by 2:45, an office worker will call for transportation. Please let students know that they should return to the office if their ride is not waiting for them.

#### **LOST ARTICLES**

Students who find articles at school are requested to take them to the office to be claimed. The finder is not the keeper but is responsible for returning a lost article to its owner or making a good attempt to do so.

Parents can help reduce this problem by making sure items brought to school, including clothing, schoolbags, mittens, hats, etc., are marked with a name.

Students are prohibited from bringing to school expensive items such as walkie-talkies, radios, jewelry, etc., that can be lost, stolen or broken.

There is a lost and found box at the office where students and parents can look for lost articles.

#### **TOYS AT SCHOOL**

Students should not bring expensive items to school such as walkie-talkies, radios, remote control cars, hand held video games, toys, or jewelry that can be lost, stolen or broken. Toy guns or other similar toy items are not allowed at the school.

Recreational items such as skateboards and roller blades are not allowed at the school, unless they are carried and used only off school property.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **HARASSMENT**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

#### Sexual Harassment

A. 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.

B. Nonverbal: Causing the placement of sexually suggestive objects, 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.

C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

#### Gender/Ethnic/Religious/Disability Harassment

A. Verbal:

1. 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.

2. 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.

B. Nonverbal:

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.

C. 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. Any student who believes that s/he 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 make contact with one of the persons listed below who are available to students to report any harassment incident.

School Principal      School Health Aide      Certified Teacher      On-Site Counselor

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 will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school 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.

Some forms of sexual harassment towards a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

**CRIMINAL ACTS**

Any criminal acts related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

**EMERGENCY CLOSING**

When it is necessary to close school due to bad weather, building breakdown, or other reasons, listen to the following radio stations: WFIN-Findlay (1330 AM), WFOB-Fostoria/Bowling Green (1430 AM), WHMQ-Findlay (107.7 FM), WMHE/WSPD/WLQR-Toledo, WRQN-Toledo, and Channels 11, 13 and 24 for the news release from the Superintendent of Schools. Parents should not call school personnel requesting closing or delay information since the radio stations are the first to be notified when a decision is made. Families should have in place an emergency plan in case school needs to be closed early for some reason. Students should know exactly what to do and where to go if this rare situation does occur.

Preschool and Kindergarten students follow a shortened day schedule when the district is on a two hour delay. AM Kindergarten runs from 10:03 - 11:40 a.m. and PM Kindergarten is from 12:55 - 2:30 p.m. Student day runs from 10:03 to 2:30 on two hour delay days.

**SCHOOL VOLUNTEERS**

Those schools identified as being effective have several things in common--one is a high degree of parent involvement.

One way to be active in your school is by regularly volunteering some of your time. A morning or afternoon or even a whole day may be volunteered to help students.

We realize volunteering is difficult if you are a working single parent or if both parents work. But any time given in service to your child's school sends a signal that school is important. Parents will be contacted at the beginning of the school year about volunteering your time and talents to help in your child's classroom.

**CLOSED LUNCHES**

The lunch period is "closed" and all students must eat lunch at school, either purchased in the cafeteria or brought from home. Please provide lunches that are balanced and nutritious. We do not encourage fast food lunches being brought in for students. Canned drinks are allowed; however,

pop is not (no carbonated drinks). No student may leave the school grounds during the lunch hour unless signed out by an adult (and will result in an unexcused "tardy").

#### **VACATIONS**

School attendance is considered extremely important; however, it is understood that some family vacations will happen throughout the school year. If this is necessary, the classroom teacher and office must have written notification (form on file in the office) at least one week before the vacation starts. Students will have one week (or the number of days equivalent to the vacation - whichever is less) after their return to complete and turn in all missing assignments. Make-up work is the responsibility of students and parents. Students with a history of not making up missed work or with attendance issues will not be excused for vacations.

#### **WORKING THROUGH A PROBLEM**

If you experience a problem with your child's educational program, follow the normal procedure by talking with the following people in the following order:

1. Your Child's Teacher
2. Building Principal
3. Superintendent
4. Board of Education

As with most problems and conflicts, it is best solved with the child's teacher and the school principal. We do ask that all interactions with school staff be completed in a calm and respectful manner. Discussions will be discontinued if a cooperative and calm manner is not maintained.

#### **North Baltimore Local Schools District Network and Internet Access Contract and Acceptable Use Policy** (North Baltimore Board of Education Policy 7540, Appendix FI)

##### **Agreement:**

This agreement is entered into between the student user and the North Baltimore Local School District.

The purpose of this agreement is to provide Network and internet access for educational purposes to the student to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communication skills. The intent of this contract is to ensure that students will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources whether at school or away from school, I understand and agree to the following:

- A. The uses of District and/or Network resources are for (in order of priority):
  1. Support of the academic program
  2. Telecommunications
  3. General information
  4. Recreational
- B. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to altering of system software, placing unauthorized information, computer viruses or harmful programs on or through the system in either public or private files or messages. The District reserves the right to remove files, deny access, and refer the student for other disciplinary actions.
- C. The student may only log-on and use the Network under the immediate supervision of a staff member.
- D. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable.
- E. Any misuse of the Network will result in suspension of access privileges and / or other disciplinary action determined by the District. Misuse includes but is not limited to:
  1. Illegal installation of copyrighted software.
  2. Unauthorized use of licensed or copyrighted software.
  3. Intentionally seeking information on, obtaining copies of, or modifying files, data, or passwords belonging to others
  4. Misrepresenting others on the Network
  5. Disrupting operation of the Network through abuse of hardware or software
  6. Malicious use of Network through hate mail, harassment, profanity, vulgarity, or discriminatory remarks
  7. Interfering with others use of the Network
  8. Extensive personal use
- F. The student may only transfer files from information services, web sites, electronic bulletin boards or other network services with direct permission of a school staff member.
- G. All information resources contained on the Network are intended for registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, are expressly forbidden.

H. The District and/or Network does not warrant that the functions of the system will be error free or uninterrupted. Nor will the District be liable for any direct, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

I. The student will delete old files, including mail messages (if available), from personal folders to avoid excess use of disk space. Accordingly, the district reserves the right to log computer use and to monitor fileserver space on the system.

J. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with acceptable-use practice and reserves the right to log internet use and monitor electronic mail space utilized by students.

K. The District reserves the right to revoke a student's access privileges to the network if it is determined that his/her activity is in violation of the Acceptable Use Policy.

In consideration for the privilege of using District and/or Network resources, I hereby release North Baltimore Local Schools and all staff from any and all claims of any nature arising from my use of the District and/or Network resources.

I also agree to abide by the rules and regulations for system usage as stated above.

The following may be used to send in with your child after returning from an absence:

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher/grade: \_\_\_\_\_

Please excuse my son/daughter for the following day(s), \_\_\_\_\_. He/she was absent from school due to:

(circle one)      Illness                      Illness with doctor excuse

Funeral    Vacation    Other: \_\_\_\_\_

\_\_\_\_\_  
Parent signature and date

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher/grade: \_\_\_\_\_

Please excuse my son/daughter for the following day(s), \_\_\_\_\_. He/she was absent from school due to:

(circle one)      Illness                      Illness with doctor excuse

Funeral    Vacation    Other: \_\_\_\_\_

\_\_\_\_\_  
Parent signature and date

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher/grade: \_\_\_\_\_

Please excuse my son/daughter for the following day(s), \_\_\_\_\_. He/she was absent from school due to:

(circle one)      Illness                      Illness with doctor excuse

Funeral    Vacation    Other: \_\_\_\_\_

\_\_\_\_\_  
Parent signature and date

**NORTH BALTIMORE LOCAL SCHOOLS  
2009-2010 Calendar**

<b>August 17</b>	<b>Staff In-service – All Certified Staff</b>
<b>August 18</b>	<b>Staff In-service – All Staff Luncheon 12:15 PM</b>
	Open Houses – 5:00 – 7:00 PM
<b>August 19</b>	<b>First day for students</b>
September 7	No School –Labor Day
October 19	End of the 1 <sup>st</sup> Nine- week 43 days
November 12	Parent/Teacher Conferences- Powell dismisses 12:30. Main 12:40.
November 13	No School- Parent/Teacher Conference
November 25,26,27	No School- Thanksgiving Break
December 21	End of the 2 <sup>nd</sup> Nine-week 41 days
December 22	No School –Teacher Work Day
December 23- January 1	No School Christmas Break
January 4	School resumes
January 18	No School – Martin Luther King Day
January 19	Waiver Day – No school for students
February 11	Parent/Teacher Conferences-Powell dismisses 12:30. Main 12:40.
February 12	No School- Parent /Teacher Conferences
February 15	No School – President’s Day
March 1	Waiver Day- No school for students
March 12	End of the 3 <sup>rd</sup> Nine- weeks 47 days
April 1,2,5,6	No School- Easter Break
May 7	Waiver Day- No school for students
May 24	End of the 4 <sup>th</sup> Nine-weeks-Students last day 47 days
May 25	Teacher Work Day
TBA	Graduation (Typically on a Friday night at 7:00 PM)

\* Make up days will be made up at the end of the school year

\* Waiver days are in place in the calendar as long as these days are approved by the state.

If waiver days are not approved there will be early release days added at that time.

