

# *McKinley Elementary School*



*Student Handbook*  
2018-2019

441 East Chestnut Street  
Lisbon, Ohio 44432  
330-424-9869

Welcome to McKinley Elementary School, home of the Blue Devils. We are proud of our school, our students, our staff and the outstanding community of parents and patrons that provide our school with encouragement and support. On behalf of the McKinley Family, it is my pleasure to extend a warm welcome to you as we begin a new school year.

We welcome all our families back to another exciting school year. Always contact your child's teacher first with any questions you may have. Please know that I am available to meet with you should you have any questions or concerns. Try to become involved in the activities of our school through the PTO and by volunteering in your child's classroom, as it will prove to be a rewarding experience.

This handbook contains information and guidelines about our school that every student, parent and staff member should know. Please read over it with your child to help ensure they have a successful school year. Additionally, read your student's planner and look through their folder on a nightly basis to make sure communication between home and school remains strong all year long. Teacher emails and websites can be found on our district website, along with other pertinent information.

I am looking forward once again to a great school year. Please do not hesitate to contact me if you have questions or need more information.

Sincerely,  
Mr. Dan Kemats  
Principal

## **McKinley Elementary Mission Statement**

McKinley Elementary School encourages a cooperative educational environment with the expectations that all students respect themselves and others, value education, contribute to their community, and find success in an ever-changing world. We provide our students with opportunities for success, and we challenge our students to make progress toward attaining goals. We seek to instill competent, sound decision making and problem solving skills in each student to promote the desire to be a lifelong learner, a visionary thinker, and a productive member of their community.

## **McKinley Elementary Goals**

- To provide a student-centered learning environment that fosters opportunities to succeed
- To provide Parents and Families with opportunities to actively participate in their child's education
- To nurture cooperation, collaboration, tolerance and acceptance
- To provide a safe and supportive building environment

**McKinley Elementary**  
**Student Handbook**  
**2018–2019 School Year**

**Verification Form**

Instructions for parents: Please review the attached handbook **with your child**, then complete and sign this form . Your child's teacher will tear out this page and store it for record keeping purposes.

Please complete this page within the first week of receiving this handbook.

We have read, discussed, and understood the McKinley Elementary Parent/Student Handbook, which includes our school's guidelines and procedures.

Parent(s)/Guardian Name: \_\_\_\_\_

Parent(s)/Guardian Signature: \_\_\_\_\_

Best Family Contact Phone Number: \_\_\_\_\_

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

Student Signature (**required**): \_\_\_\_\_

Date: \_\_\_\_\_



## McKinley School Wide Rules:

Each day we will be safe, cooperative, respectful, kind and responsible.

### McKinley Bully Free Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home right away.

### Communications

To increase accessibility and complete school business as quickly as possible, incoming calls will be directed to the appropriate voice mail. Parents are made aware that under no circumstances will students be called from class to take an incoming call. Except for emergencies, messages will be delivered during the last five minutes of the school day. The administration, however, reserves the right to screen calls and deny the delivery of messages. Office phones are for school business purposes and emergencies. There should be little reason for students to use the telephone for personal reasons during school hours.

### OFFICE PERSONNEL

Mr. Dan Kemats	Principal	330-424-9869, then ext. 1001
<a href="mailto:dan.kemats@omeresa.net">dan.kemats@omeresa.net</a>		
Mrs. Lisa McCoy	School Secretary	1000
<a href="mailto:lisa.mccoy@omeresa.net">lisa.mccoy@omeresa.net</a>		
Mrs. LeeAnn Dawson	School Secretary	1003
<a href="mailto:leeann.dawson@omeresa.net">leeann.dawson@omeresa.net</a>		
Ms. Melissa Kemats	Guidance Counselor	1002
<a href="mailto:missy.kemats@omeresa.net">missy.kemats@omeresa.net</a>		
Mrs. Kella Haren	School Nurse	1004
<a href="mailto:kella.haren@omeresa.net">kella.haren@omeresa.net</a>		

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2018. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies are available from the building principal and on the District's web site.

### **School Website:**

<http://www.lisbon.k12.oh.us/>

### **OneView (for completing/updating student info, medical forms, permission slips, etc...)**

<https://lisbon.esvportal.com/>

## EQUAL EDUCATION OPPORTUNITY

The Lisbon EVSD provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity can reference the Compliance Notices on the district website. Additionally, the district webpage also includes policies for identifying and educating Students and Youth in Foster Care, Homeless Students, and Students with Disabilities.

### **Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA):**

The Lisbon EVSD maintains many student records including both directory information and confidential information. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

## 2018 - 2019 LISBON EXEMPTED VILLAGE SCHOOLS

August, 2018

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

September, 2018

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

October, 2018

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

November, 2018

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

December, 2018

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

January, 2019

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

February, 2019

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

March, 2019

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

April, 2019

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

May, 2019

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

June, 2019

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

July, 2019

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

- 16 Teacher In-Service - NO SCHOOL
- 20 First Day of School for Students
- 31 Teacher In-Service - NO SCHOOL
- September**
- 3 Labor Day - NO SCHOOL
- October**
- 4 Parent Teacher Conferences - Evening
- 5 Teacher In-Service - NO SCHOOL
- 19 End of 1st Nine Weeks  
Days due - 42 + 3 In-service + 1 PT
- November**
- 21 Compensatory Day - NO SCHOOL
- 22 Thanksgiving Recess (Nov. 22-23) NO SCHOOL
- 26 Teacher In-Service - NO SCHOOL
- December**
- 21 Last Day of Classes before Christmas  
Break (Dec. 24-Jan.2) NO SCHOOL
- 21 End of 2nd Nine Weeks  
Days due - 41 days
- January**
- 3 School Resumes
- 21 Martin Luther King Day - NO SCHOOL
- February**
- 14 Parent Teacher Conferences - Evening
- 15 Compensatory Day NO SCHOOL
- 18 President's Day - NO SCHOOL
- March**
- 15 End of 3rd Nine Weeks  
Days due - 49 days
- April**
- 19 Spring Break (Apr. 19 - 26) NO SCHOOL
- May**
- 27 Memorial Day - NO SCHOOL
- 29 Last Day of School for Students  
End of 4th Nine Weeks  
Days due - 46 days

Parent Teacher Conference Days	
October 4, 2018 - Evening	
February 14, 2019 - Evening	
1st Nine Wks - Aug. 20 - Oct. 19, 2018 - 42 days	
2nd Nine Wks - Oct. 22 - Dec. 21, 2018 - 41 days	
3rd Nine Wks - Jan. 3 - Mar. 15, 2019 - 49 days	
4th Nine Wks - Mar. 18 - May 29, 2019 - 46 days	

- Regular School Days
- Teacher In-Service Days - NO SCHOOL
- NO SCHOOL
- Parent Teacher Conferences

Adopted April 11, 2018

## DAILY TIME SCHEDULE:

### Arrival:

Café Doors open	8:20 AM
AM Tardy PM Tardy	After 8:45 AM (in classroom) Before 2:50 PM
Dismissal	3:10 PM

### Dismissal:

Pick Ups & Walkers	3:00 – 3:10 PM
Bus students	3:10 – 3:30 (called as buses arrive)

## END OF THE DAY PICK-UP PROCEDURES:

Parents must report to the pick-up area each time they pick up their students. Please do not arrive before 3:00 p.m. or stand on the sidewalk area next to the street to pick up your student. Parents should arrive by 3:00 PM and students will be dismissed between 3:00 – 3:10 PM. Also, please do not wait inside of the school to pick up your student during normal dismissal times. All pick up students will be dismissed from a designated area supervised by a staff member. All parents will be asked to use this designated area. We appreciate your support and cooperation for the safety of all the children. **Pets (Dogs, Cats, etc...) are not permitted** on school grounds due to safety and allergy issues. **Please do not bring animals when picking up your child from school.**

## SCHOOL CLOSING and DELAYS:

Should there be a need to delay school, have an early dismissal or close school on an emergency basis (inclement weather, etc.) parents/students should receive information from local radio/television stations (WSOM, WELA, WKBN, WFMJ, WELO). If no reports are heard, assume that school will be in session. The school will also send out information on an automated phone system which will be a telephone recording. **Please notify the office with any telephone number changes as they occur.**

## EMERGENCY CLOSING:

An emergency closing could occur due to power failure, road condition or other unforeseen situations. When this occurs, the radio stations are notified immediately as to the time of dismissal. Children will be sent home according to the instructions parents have given on the Emergency Dismissal forms. It is extremely important that each child know exactly what he/she should do if there is no one at home when they arrive. The school will also send out an automated notification call.



### **ARRIVAL TIMES AND PROCEDURES:**

Students may not be at the school without adult supervision, so please arrange your child's departure from home so that **he/she does not arrive at school before 8:20 AM.** If a student is consistently at school without supervision before school hours, parents/guardians will receive notification so that they may address the issue.

In the AM, the area for parents to **drop off their children is in the Chestnut St. parking lot at the Cafeteria Doors.** Please pull up near the doors and allow your child to exit. Do not block the traffic lanes. **Parents should not park or leave their vehicle in this area.**

The side parking lot along Pritchard Ave. will be used for school bus loading and unloading in the morning and in the afternoon for students. **Do not use this area for dropping off your student in the AM, or picking up in the PM.** It is unsafe for cars to be pulling in and out of the parking lot while the children are loading on to the buses.

In the PM, all walkers and pick up students will be dismissed out of the front door on Chestnut St. **Walkers should not be picked up on Pritchard Avenue.**

All students released during the day must check in the office before leaving. Parents are asked to come to the office to meet their child.

### **CHANGE IN TRANSPORTATION FOR PICKUPS:**

If someone is going to pick your child up at school, please send a note with the child or call the school. Without a note or parent/guardian call, your child will be put on the bus they were initially assigned to / or sent home in the manner they are typically sent home. **Please make every effort to call before 12:00 p.m. for a change of plan. Parents must request the change of plan.**

### **BUS TRANSPORTATION:**

Pupils are to ride the bus assigned to them to and from school. The possible exception to this rule is in the event of an EMERGENCY. Written permission for a bus change must be submitted to the secretary (in the morning) for approval. If approved, a bus slip is prepared and given to the student at the end of the day who, in turn, gives it to the bus driver on the bus in which he/she will be riding. In case the note is disapproved, the student will be notified and the parent will be called. Students will not be marked tardy if the bus arrives late.

## **SCHOOL BUS RULES:**

These following guidelines were developed in accordance with **Ohio Revised Code Section 3301-83-08: Pupil Transportation Management Policies**, and should not be seen as an all encompassing list of possible actions/offenses. Students are encouraged to act in the same manner on the school bus as they would in the classroom. If a student misses the bus, the parent should make other arrangements for transportation to school.

### **Students will:**

1. load and unload the bus in an orderly manner at its designated stop;
2. be careful when approaching bus stops; walk on the left facing oncoming traffic; and be sure the road is clear both ways before crossing the highway;
3. be at the bus stop five minutes prior to scheduled pick-up time;
4. reach their assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. sit in their assigned seat; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct which includes no physical contact with other students or throwing any object from or into the bus;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. be courteous to fellow students and the bus driver;
8. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus;
9. keep the bus clean and sanitary; refrain from consuming candy, food, or drinks on the bus at any time;
10. refrain from loud talking, laughing, or use of profanity;
11. keep head, arms, and hands inside the bus at all times;
12. refrain from using cell phones or electronic devices (iPods, games, CD Players) while the bus is in operation;
13. not have weapons, tobacco, alcohol, or drugs in their possession except for previously approved prescription medication;
14. be absolutely quiet at all railroad crossings and other places of danger as specified by the driver;
15. not transport animals on the bus;
16. not transport hazardous materials such as glass or metal items.

Any child who misbehaves will be reported to the building principal and may be denied the privilege of riding the bus by the proper authorities. Notice of such action will be given to the parents/guardians.

### **TRAFFIC SAFETY:**

School arrivals/departures are busy times at McKinley. We make every effort to safeguard your children and expect that you will join us in this effort. Please adhere to the Pick Up/Drop Off procedures put in place by school personnel, and please use caution and patience.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **VISITORS/ VOLUNTEERS:**

We are fortunate to have many wonderful visitors & volunteers here at McKinley Elementary. For your convenience and for the safety of our students, we have several steps all visitors & volunteers must follow. We thank you for your understanding and cooperation in this matter.

### **ALL VISITORS AND VOLUNTEERS MUST:**

1. Report to the school office upon entering the school building
2. Sign-in and wear a visitor/volunteer badge while in the building
3. Report directly to the room you are visiting/volunteering in
4. Stay with the teacher/classroom during your scheduled time
5. Return to the office at the end of your scheduled time to sign-out
6. Additionally, individuals **volunteering** in classrooms (working with students) as opposed to **visiting** (dropping off items, etc.) will need to provide evidence of an updated criminal background check.

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, **McKinley Elementary** charges a general **\$25.00 instructional fee**.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property.

## ATTENDANCE: A Key to Your Student's Success

### Attendance Policy

Student absences and tardies will occur. It is the necessity of the absence or tardy, communication by parents/guardians and number of absences and tardies that make the difference between typical absences and problematic situations. Even a few absences can get a student behind in school work. When a child misses a day, they miss the instruction, discussion, interactions and guidance that took place in the classroom that day. Please make every effort to get your child to school each day, and on time.

### If your child is absent please do the following:

- **Notify the office** by phone @ 330-424-9869 prior to 9:30 AM, informing us of your child's absence.
- If you do not call, the school must call the home to verify the absence.
- **Send a written note/doctor's excuse/dentist excuse, etc...** with your child when they return from the absence. This is required even if we were notified ahead of time. The excuse should be dated with dates of the child's absence noted, the reason for the absence given, and bear the signature of the parent. If the child has a doctor's appointment for any reason, the student must return to school with a doctor's excuse.

### EXCUSED ABSENCES:

The state of Ohio requires compulsory school attendance for children ages 6 to 18 per ORC 3321.01. It is the responsibility of the parent and student to comply with state attendance laws. Acceptable reasons for excused absence from school include:

- Personal illness/quarantine
- Medical emergency
- Court appearance
- Family emergency
- Religious holiday

If a written excuse stating one of the above reasons does not accompany your child upon their return, or if no note is provided, the absence will be recorded as **unexcused**.



## **Habitual and Chronic Truancy:**

**Excessive Absences** are defined as students being absent, **with or without a legitimate excuse**, for **38** or more hours in one month, or **65** or more hours in one year.

**Habitual Truancy** is defined as students being absent, **without a legitimate excuse** for **30** consecutive hours (5 days), or **42** hours in one month (7 days), or **72** hours in one year (12 days). Parents / guardians of students with excessive absences or those that are habitually truant will be required to meet with the school Attendance Intervention Team to identify solutions to truancy. Further truancy may result in a referral to Juvenile Court.

Once a student is absent from school for six (6) days in a semester (1<sup>st</sup>/2<sup>nd</sup> Nine Weeks & 3<sup>rd</sup>/4<sup>th</sup> 9 Weeks), they are considered to have Excessive Absences. A Doctor's Excuse will be required to excuse further absences. Absences beyond (6), without appropriate documentation, may be considered unexcused (see below).

Please be advised that when the School Nurse sends a student home, it is an excused absence provided the situation is typical and the absence does not involve parental neglect.

**Tardies:** Three (3) tardies equal one (1) absence without a legitimate excuse. Fifteen (15) tardies are the equivalent of five (5) absences without a legitimate excuse, and your child will be referred to the Attendance Intervention Team and may be referred to Juvenile Court. See Habitual and Chronic Truancy above

A Summary of the Major Provisions of **Ohio House Bill 410** detailing Habitual and Chronic Truancy is available on the school website at <http://www.lisbon.k12.oh.us/>.

### **LATE ARRIVAL AND EARLY DISMISSAL:**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Signing the child in at the office does not account for an excused/unexcused absence. A note must still be written. The reason for the absence justifies whether the time tardy is excused or unexcused.

Students arriving after 10:00AM or leaving school prior to 2:00 PM will be considered absent for ½ of the day. Afternoon tardies consists of students being picked up after 2:50 PM for an unexcused reason.

### **AFTER SCHOOL ACTIVITIES:**

In order to attend school-sponsored activities after regular school hours as a spectator or participant, the student must be in school at least one-half of the school day (3 ½ hrs).

**MAKE UP WORK:**

Make up work will be given to all students who are absent for any reason except for those students who are absent due to truancy, out of school suspension or expulsion.

When a student is absent, they will have the opportunity to complete any missed work upon their return. The time allowed to complete the work will be proportional to the time absent. For example, if the student was absent two days, they will have two days following their return to make up any missed work. After that time, the student will receive zeroes for work not completed.

**VACATIONS:**

It is very important for students to attend school on a regular basis. When at all possible, please schedule family vacations during the summer months and around school holidays. When it is not possible to schedule these vacation times, please write a note to the principal and classroom teacher in advance. Parents should inform the school office if their child will be missing school for three days or more due to vacation, and should be familiar with the attendance policy as stated above. Students will be expected to take tests given in his/her absence and complete all assigned projects. Students will have the number of days absent from school to make up work/assignments they have missed.

## McKinley Elementary CODE OF CONDUCT

It is expected that parents assist us by reinforcing the building rules and procedures.

A uniform Code of Conduct has been established for the entire building.

The staff of McKinley Elementary assumes the responsibility of providing students a climate of respect and safety in which they can achieve academic excellence. All students, staff and school personnel will follow a building-wide plan.

### STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school guidance counselor and/or building administration.

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

**Positive Behavior** is encouraged and students are rewarded for their hard work and good deeds in a number of ways, from praise and rewards to classroom parties and whole school incentives. We always want students to feel good about themselves and the work they've done and the way they've acted, and so their acts of kindness, generosity and service to others do not go unnoticed. While academic, engaged learning time takes up much of our day, we always make time to use teachable moments and make time to discuss positive behaviors.

**Corrective Action** measures are needed to establish guidelines for students whose behavior violates the student Code of Conduct. The single greatest deterrent to school disruption is the teacher. By having an involved, complete instructional program which meets that needs of all students, the teacher through presentation, become the prevention measure.

The Student **Code of Conduct** is an establishment of rules and corresponding corrective actions which is directed toward all students. It is recommended that individual staff members establish a set of student guidelines which would be employable for students in their classes. When establishing a set of classroom guidelines teachers are reminded to be **CONSISTENT, FAIR** and **IMPARTIAL**, and stay within the boundaries of the Student Code of Conduct established for the entire school.



## CORRECTIVE ACTION

To assist the staff, the school recognizes various forms of corrective actions that may occur at the violation of the Code of Conduct. The system is a **Progressive Corrective Action System** in which consequences increase as a student continues to violate the Code of Conduct. A Progressive System also allows students to revert to less severe consequences for minor infractions as time passes. Also, more severe violations may not begin at the least severe corrective actions: These corrective actions are:

### INFORMAL CORRECTIVE ACTIONS:

Informal discipline takes place within the School. It includes, but is not limited to: conferences, writing assignments, change of seating or location, before school, lunch-time or after-school detention, in-school discipline, Saturday school.

1. **CONFERENCES:** Private meetings with students which reinforce positive behavior. Giving explanations why selected types of behavior are unacceptable. Conference may occur between students and teachers, students and administrators, students and counselors, or any combination of these.
2. **CONTACTING HOME:** Staff should contact the parent/guardian of a student who has continuously exhibited problematic behaviors in order to notify the parent/guardian of the behavior, and to allow the parent/guardian to assist to correcting the behavior(s).
3. **DETENTION / INTERVENTION:** Keeping students after the school day. Detentions are assigned when repeated warnings and conferences do not accomplish positive results. After School Intervention is typically held one day a week for one hour after school. Parents will be notified in advance, and will need to provide transportation home after the intervention.
4. **SATURDAY SCHOOL:** Assigning student to a time period of academic studies on Saturdays. To be used as an intervening, yet more forceful step between detention and suspensions. These are to be assigned through the office.
5. **LOSS OF PRIVILEGES:** Loss of Privileges refers to upcoming activities, performances, events or field trips that are offered to either the entire school population or a section of the school population. The student's behavior is such that the administration and staff feel that either the student may be problematic at the event or the student's recent behavior should prohibit them from attending extracurricular functions that often serve as rewards for positive student behavior.
6. **CORRECTIVE ACTION REASSIGNMENT (IN SCHOOL SUSPENSION):** The student is retained in school but is reassigned to a single classroom under direct supervision. The student is given regular classroom assignments and is credited with all work completed.



## FORMAL CORRECTIVE ACTIONS:

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year.

7. **EMERGENCY REMOVAL:** If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the building principal may remove the student from the school premises, or from any curricular or extracurricular activity on the school premises. The removal will be preceded or followed by a meeting between the student's parents/guardians and building principal to determine further disciplinary measure.
8. **SUSPENSION:** Suspensions are used for "major" disruption problems. In accordance with school law, only the principal can suspend a student from school or class. The maximum length of suspension for any offense is ten (10) days. **An External Suspension** - Because of a major infraction, or, because of repeated minor infractions, a student may be denied the right of physical presence in school. Although allowed to do classroom work to keep abreast of class activities, the student receives no credit for work completed.
9. **EXPULSION:** Students can be expelled from school only through board action.  
Recommendation for expulsion will occur only if the student:
  - a) Commits a severe act of disruption
  - b) Is deemed to be a severe, chronic disrupter of the educational process, or
  - c) Is judged to be a chronic behavior problem that no longer is capable of profiting from a formal education.

## DUE PROCESS RIGHTS:

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

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Parents are not permitted to stay with their child during Detention, Intervention, Saturday School, or Corrective Action Reassignment.

## Code of Conduct

A violation of any of the following designated rules may result in any corrective action. Please note that these student behaviors are examples, and do not include every possible student behavior that could be violated.

1. **Disruption of School** – a student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction to the normal school day, including all curricular and extracurricular activities. Students shall not advocate or encourage others to cause disruption of the educational program or to violate school rules.
2. **Damage or Theft of Property - School and Private** – A student shall not cause damage or theft to school or private property on school premises during the school day or during a school sponsored activity on or off school grounds.
3. **Assault (Physical and Menacing)** – A student shall not act or behave in such a manner that could cause or threaten to cause physical injury to another person; including verbal or written threats to students, teachers or other staff members.
4. **Dangerous Weapons and Instruments** – A student shall not possess, handle, transmit, or conceal any object, which might be considered a weapon or instrument of violence. “Look-a-like” weapons will be handled similarly.
5. **Insubordination** - Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.
6. **Tobacco** – A student shall not use, handle or possess any form of tobacco, or related products (lighters, etc...) on school property. Students shall not gather on private property to use or handle tobacco on the way to or from school. “Look-a-like” substances will be handled similarly.
7. **Narcotics, Alcoholic Beverages and Drugs** – A student shall not possess, use transmit, conceal or be under the influence of narcotics, alcoholic beverages, or illegal drugs at school or any activity connected with the school. “Look-a-like” substances will be handled similarly.
8. **Frightening, Degrading, Disgraceful or Inappropriate Behaviors or Actions** – A student shall not engage or take part in any act which frightens, degrades or disgraces other persons by written, verbal, physical or gestural means. Any behavior deemed inappropriate by school personal will also apply.
9. **Hazing** - Performing any act, or coercing another, including the victim, to perform any act of initiation into any group or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.
10. **Profanity and Obscene Language** – A student shall not use profanity or obscene language. This includes written, verbal gestural, signs, pictures or publication.
11. **Inappropriate Dress and Personal Hygiene** – A student shall not dress or appear in a manner deemed inappropriate.
12. **Unexcused Absence and Tardiness** – A student shall not abuse the Ohio State Attendance Laws. Chronic tardiness to school and to class is unacceptable. A student shall not leave the building during the school day without clearing it through the main office.

13. **Conduct on a School Bus** – A student shall not behave in such a way as to distract the bus driver from performing his/her duties; this would include any behavior that would endanger the safety of persons on the bus.

**FIGHTING:**

Fighting will not be tolerated at school. Fighting usually stems from rough play which gets out of hand, some misunderstanding or lack of communication between students or instigation by a third party. When a fight occurs, we do not dwell on who started it. Almost always, both fighters are at fault. Our approach is to help students defuse their anger, work out their differences and find a way to avoid the problem in the future. If a student fights, he/she will face corrective action.

**HARASSMENT / BULLYING / CYBER BULLYING:**

Harassment, bullying and cyber bullying will not be tolerated at school. The Lisbon Exempted Village School District will investigate each and every instance of suspected harassment, intimidation, or bullying, as defined by the ORC 3313.666 as “Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (a) causes mental or physical harm to the other student; (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student,” and punish students accordingly, with the possibility of suspension, in instances of bullying or cyber bullying. Cyber bullying involves bullying by the use of cell phones, computers or other electronic communication devices. Staff, students, and parents are asked to promptly contact the appropriate administrative or guidance offices in cases of suspected bullying, and may do so anonymously. Bullying or cyber bullying instances to be investigated involving Lisbon students are not limited to those taking place at school during the school day, but also extend to include those at school related events or functions, those occurring on the school bus, or those occurring off of school property but related to school activities.

For more comprehensive details involving bullying/cyber bullying, please reference the Board of Education policy 5517.01 via the District website.



## **BOMB THREATS, AND OTHER FALSE ALARMS AND REPORTS**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **DANGEROUS WEAPONS IN THE SCHOOL:**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the school.

The definition of a firearm shall include 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 firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosives, incendiary, poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the devices described above. Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, into a school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school requirement on a case-by-case basis in accordance with State law. Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reason beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents or community members, may be subject to expulsion.

### **Discipline of Students with Disabilities**

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

## **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are 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

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including backpacks, knapsacks, gym bags, purses, lunch boxes, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency

investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **DRESS CODE:**

McKinley Elementary students are expected to come to school neat, clean and wearing clothes in good taste. The principal will make determination in all matters relating to student dress. The list of proper dress habits is not all inclusive. They focus on the most commonly referred to areas. The following items are not permitted:

- Students should not expose their midriffs or backs and shorts should be mid thigh in length. Clothing should not be shorter than the child's finger tips when arms are held at each side of their body.
- Slacks, jeans, and all other lower body clothing should fit properly. They are not to be frayed or torn, nor shall there be worn through holes, whether done by manufactured design or by wearer intent. Pajamas are not permitted except when identified.
- Clothing with inappropriate language or symbols
- See through clothing
- Jewelry may be worn to the individual's discretion so long as it is not a disruption to the educational environment and does not pose a safety hazard.
- Shoes with wheels
- Proper gym shoes must be worn on physical education days
- High heels over a half of an inch
- Tank tops (All shirts, blouses, and dresses must have sleeves.)
- Clothing normally considered to be worn as an undergarment (thermal undershirts, etc.)
- Facial piercing
- Pocket chains
- Extreme hair dye
- Make up
- Upon entering the school, students are to remove all forms of headwear (caps, hats, hoods, sunglasses, etc.). Headwear is not to be worn in school unless as part of a sponsored activity and prior approval by administration.

**Any clothing that is deemed to be "inappropriate" or "distracting" by the administration may be reason to contact parents. Final decisions on any questionable dress code issues will reside with the building principal.**

**Note: When students find it necessary to borrow items of clothing from the school, please return that item, laundered, as soon as possible in order that it may available for reuse.**

## Students are expected to:

- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, and in the School.

## STUDENT RIGHTS OF EXPRESSION

The Lisbon EVSD recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, 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. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively 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
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or 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 materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

**Note: The Code of Conduct is a set of guidelines for students and school personnel. The Administration reserves the right to any and all forms of corrective actions as needed.**

## **McKINLEY ELEMENTARY SCHOOL HOMEWORK POLICY:**

Homework at the elementary school is regularly assigned to students. At the elementary school, students are learning many basic skills needed for their success in learning. Students are progressing from large group learning to a small group independent learning. The classroom teacher strives to help each child to be better able to function independently.

Parents can help students by making homework important. Setting a place and time to work together can be the beginning of a lifetime of good study habits and a positive attitude toward school. Each grade level will send home the homework policy to every parent at the beginning of the school year. Regardless of the grade level, parents are encouraged to read to/with their students for 20 minutes each night. Promoting literacy, and good reading and study habits will help to make a successful, lifelong learner.

### **Grade Scale:**

The following grading scales are to be used as a guide when computing on a percentage basis:

93% - 100%	A	
85% - 92%	B	S- Satisfactory
75% - 84%	C	NI – Needs Improvement
65% - 74%	D	U - Unsatisfactory
0% - 64%	F	

**Students in grades Kindergarten through Third Grade will receive Standards Based Report Cards using the S, NI and U Marks. Students in Grades 4 and 5 will receive Report Cards using the A-F grade scale.**

### **ACADEMIC INTERVENTION:**

Sometimes it becomes necessary for us to need to intervene with a student beyond what the regular school day or class time allows. If a student falls behind in their class work, or needs additional help or guidance in an area, then the After School Intervention time may be a place to start. This time will be held once a week for an hour after school. You will receive a notice from the teacher if your child is being recommended to attend this, or you may call your child's teacher to sign them up to attend.

### **PROGRESS BOOK:**

Progress Book is an online tool that you may use at any time to keep track of your child's academic progress, assignments and tests in grades 2-5. Please call the school if you need your password.

### **STUDENT SENATE:**

The fourth and fifth grade students hold an election in September to vote on student senate members. Student Senate members do a number of services and deeds to help both the school and village communities. Guidelines are available upon request in the office.



### **EMERGENCY MEDICAL TREATMENT:**

In order to handle emergency situations, **the school must know how to reach parents quickly**. For this reason, every parent must fill out an Emergency Medical form for each child, as required by state law. An updated form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips. All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. When your child becomes ill or injured, we will get in touch with the parent or person indicated on the emergency form as soon as possible. Parents, or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **UPDATING FAMILY AND MEDICAL INFORMATION:**

Parents should immediately **update OneView online** or notify the school when there are any changes in a student's address, phone number or any other information, which is included on the emergency medical form.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, it is required by law that proof of custody or guardianship be provided to the school office.

### **IMMUNIZATION - HEALTH RECORDS:**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **MEDICATION AT SCHOOL:**

If your child requires prescription or over-the-counter medications to be given during the school day, certain information must be provided from the parent and the physician (Ohio Revised Code 3313.713). Before any medication may be given at school, parents and a physician must complete forms detailing instructions.

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours

or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

- C. All medications must be registered with the Nurse's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

***Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.***

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT & NONCASUAL-CONTACT COMMUNICABLE DISEASES, AND BLOOD BORNE PATHOGENS:**

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 may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood.

The district will also take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

### **VISION AND HEARING SCREENING:**

Per requirements of ORC 3313.69, McKinley will conduct annual Hearing and Vision Screenings for students in Preschool, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> grades, as well as students new to the building/district. Any child can be exempted from an annual vision/hearing screening upon providing documentation to the nurse that they had been so examined in the past twelve months.

### **STUDENTS STAYING IN AT RECESS:**

We will be observing the following policy concerning the need for students to stay inside: A student who has missed three (3) or more consecutive days of school may stay in the day they return. Any additional days will require an excuse from the doctor.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students should be secured in the building, evacuated from the building, or some combination.

## **LUNCHES:**

Lunch will be served each day school is in session. The charge for a hot lunch (milk included) is \$2.40 per day. The charge for a half pint of milk is \$.50 per day for those students who prefer to bring a packed lunch from home. Please send your child's money on Mondays, for a week at a time. Money should be in an envelope, clearly marked with your child's name, room, and what he/she is buying. (Example: milk – Tuesday and Thursday; lunch – Monday, Wednesday and Friday).

Free lunches or reduced lunches are available to students who qualify. Reduced lunch (milk included) is \$.40 per day. Free/Reduced lunch applications, which will be made available to families at the beginning of the school year, must be returned to determine eligibility. **All prices are subject to change.**

**Parents are not permitted to eat lunch with their child. Eating lunch at school offers a special socialization time with peers. There should be no charging of lunch or breakfast in the cafeteria.**

Please pre pay on Monday for the week or month by check to McKinley Cafeteria. Records will be kept for credit on days that are missed. If for some reason a lunch or breakfast must be charged, the parent is asked to pack until the child has a zero balance. Balances must be paid the following day. Meeting the requirement of free/reduced meals does not clear past balances.

## **BREAKFAST:**

Breakfast will be available each day school is in session. The cost of breakfast is \$.95 per day. If your child qualifies for a reduced price breakfast, the cost is \$.30 per day. Please have your child bring breakfast money in an envelope separate from lunch money. As they arrive at school, students need to proceed into the lunchroom if you desire them to eat breakfast. Breakfast is served from 8:20 AM to 8:40 AM each morning. Students are responsible for being back to their classroom by 8:40 AM.

## **CAFETERIA RULES:**

1. Walk at all times.
2. Keep your hands and feet to yourself
3. Talk in a soft voice.
4. Stay in your seat.
5. Eat and touch your food only.
6. Put trash in the proper place.
7. Line up quietly and orderly.

Students are expected to show the same reserved behavior that would be used in any restaurant. Boisterous noise and/or displays or rowdiness shall not be tolerated. All students are expected to clean up after themselves, picking up dropped trash, using the garbage and recycle containers, and returning food trays.

## **CLASSROOM RULES:**

Our schools play a vital part in promoting moral and social development in our children. The foundation of our democratic society is based upon a populace educated to respect sound values and foster responsible citizenship. Therefore, the school, along with parents and community, must actively reinforce basic values such as: self-discipline, courtesy, diligence, self-respect, and integrity. Our primary goal is to provide experiences to influence positive student behavior.

The following rules and responsibilities apply to conduct in the classroom, on the school grounds, and on school buses. Any conduct that causes or creates a reasonable likelihood that it will cause disruption or interference with any school function or activity or creates a reasonable likelihood that it will interfere with the health, safety, or well being of the rights of other students is prohibited.

### **Rules and Responsibilities**

1. Be a good listener.
2. Respect others and their property.
3. Keep your hands and feet to yourself.
4. Be prepared for the school day.
5. Use your time wisely in school.
6. Practice good hygiene.
7. Walk at all times.

## **HOMEWORK RULES:**

Reading 20 minutes each evening along with the assigned homework is expected to be completed each evening. Other homework may be assigned as the classroom teacher sees fit. Students who do not complete their homework may be expected to stay in the following day at recess to complete any work.

A homework folder along with a planner will be given to your child at the beginning of the year. Replacement of either will be \$5.00 each. Any library or textbook will be replaced at cost.

## **CHEATING:**

Students are expected to do their own work. The act of giving or receiving unauthorized help, including cheating, plagiarism, and copying, will result in a zero being assigned for the work.

**HALL RULES:**

1. Walk at all times.
2. Keep your hands and feet to yourself.
3. No talking.
4. Follow one behind the other

**PLAYGROUND RULES:**

1. Stay in sight of the playground teacher at all times.
2. Stones, sand, sticks and snow are not to be thrown.
3. Touch - not tackle – games only.
4. Swing across any bars using hands only.
5. No jumping or pushing off platforms or poles.
6. One person seated on a swing at a time.
7. Wait your turn on the slide.
8. Sit, one at a time, going down the slide.
9. No running up the slide.
10. All games played with balls must be played away from the playground equipment.
11. Stay on paved area when ground is wet.
12. For everyone's safety, please be aware of your surroundings.

**RESTROOM RULES:**

1. Keep the bathroom clean.
2. No hanging on bathroom doors.
3. Wash hands with soap and water.
4. No standing on toilet seat or tissue dispenser.
5. Talk in a quiet voice.
6. Do your business--leave immediately.
7. Use soap, paper towels, or tissue paper wisely.
8. Writing utensils are not permitted in the bathroom.

**SCHOOL SUPPLIES:**

The Lisbon Exempted Village Board of Education provides all basic texts at no cost to the children of the school. We request that you encourage your child to take special care of these books. All books lost or damaged during the year must be paid for according to the nature of the loss.

Workbooks, art supplies, special materials, etc., are provided for the school year. Individual grade levels will be providing your child a list of school supplies that your child will need to start the school year:

**ITEMS BROUGHT TO SCHOOL:**

At times, children will want to bring something to school that is related to the course of study or has some other educational value. Although we encourage this, items which are expensive, irreplaceable, or of great personal or family value **should not** be brought to school.

**Toys** or other nonessential personal items **should not** be brought to school unless specified by your child's teacher with a note on a special occasion.

Students bringing **cell phones** to school should **drop them off in the office** at the beginning of the school day and pick them up prior to leaving at the end of the school day. **iPads, Kindles or other tablet or reader devices, or laptops, netbooks, etc...** allowed by the teacher for classroom use **may be brought** provided the student has a Personal Electronic Device Use Form on file stating the parents knowledge of and responsibility for the device.

**Smartwatches, iPods, DS, or other electronic devices for the purposes of playing games, accessing social media, texting, listening to music or watching videos should not be brought to school. McKinley Elementary School can assume no responsibility for these devices and be held blameless in the event of damage or loss.** The parent and the student will be asked to sign an agreement regarding the proper use of this service. Forms are available in the office.

#### **LOST AND FOUND:**

The lost and found area is in the McKinley Cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

#### **INTERNET USAGE:**

McKinley Elementary has access to the internet through the district's wide area network. A District Acceptable Use Policy has been established describing the user's responsibility for accessing network services. Parents and students will be asked to sign an agreement regarding the proper use of this service. This policy should be returned within a week of obtaining the paperwork. Students are not permitted to use the internet until this paper is on file.



#### **TREATS:**

Children may bring classmates a treat on their birthdays. We define a treat as something simple, healthy, inexpensive, and easy to eat. (Gum is not permitted in school.)

If a child's birthday falls during a vacation, he/she may make arrangements with the teacher for a treat during the school year.

**Please do not send a treat to school that needs refrigeration, and contact your student's teacher for classroom allergy information.**

**Special Note:**

Balloons should **not** be sent to school for birthdays or other special occasions. A student will not be permitted to get on the bus with balloons since it creates a safety hazard.

Invitations to parties should **not** be distributed at school unless it is for the entire class.

The school staff is **not** permitted to provide addresses and phone numbers to the students for the purpose of sending invitations.

**FIELD TRIPS:**

Parents will mark the appropriate box on OneView to allow their students to take field trips. Checking the box acknowledges that the parent is aware that the child may be away from school. Forms will be sent home as field trips occur to notify the parent of an upcoming field trips occasion, location, means of travel and cost. Parents not wishing their child attends should write a note to that affect. The principal/teacher also has the right to deny participation due to behavioral concerns. All schools rules apply.

The Lisbon Exempted Village School District requires that all students participating in extended field trips have written documentation to administer both prescription and over-the-counter medications. The student will need a "Student Medication Form" completed and signed by both the prescriber and the parent.

**FUNDRAISERS AND SALES:**

Students will only be permitted to sell items in school that are school or PTO sponsored.

**THIRD GRADE READING GUARANTEE, DIAGNOSTIC AND STATE TESTING INFORMATION:**

State mandated testing in schools is ongoing and changing. Currently, the Ohio Department of Education uses diagnostic and achievement tests based on academic content standards to define what your child should know and be able to do at every grade level. These standards also let teachers know what they are expected to teach. Parents and students will get advanced notice of upcoming tests via the district website and newsletters, as well as classroom websites and newsletters. Please check these for upcoming testing information.

All students in Kindergarten through 5<sup>th</sup> grade will take Diagnostic Reading and Math tests at least three times per school year.

As part of the Third Grade Reading Guarantee, students in grades KG - 3 will use their first Reading Diagnostic test (September) to determine if they are On Track, or Not On Track per the TGRG requirements Parents will be notified. Third Grade students will also take a State of Ohio Reading Assessment in the fall.

Students in grades 3, 4 and 5 will take State of Ohio Assessments in Math and Reading (ELA) in the spring.

Students in grades 2 and 5 will take assessments to determine if they qualify for gifted services.