

PARENT-STUDENT HANDBOOK

PARK AVENUE ELEMENTARY SCHOOL

This handbook has been prepared for you, the parents and students so that you may be better informed concerning your school, its programs and procedures.

Needless to say, such a handbook cannot anticipate or cover all questions or concerns therefore, parents are encouraged to call the Principal from whom you will receive prompt and courteous attention.

It is our sincere hope that this handbook will provide a very necessary bridge between home and school and thus create a smoother operation and understanding for all.

Dr. Zack Howard – Superintendent

Chris Kamenski – Principal

Board of Education

Mike Sayers

Brandie Salisbury

Matt Griffith

Virgil Staley

Dennis West

MISSION STATEMENT

It is the goal of the Park Avenue Elementary staff to aid in the development of all individuals to the best of his/her abilities.

We believe that **all** students have the potential to learn and become responsible and productive citizens.

Education is preparation for citizenship and in our society, education is a district privilege. In America our most cherished goal is freedom. Progress toward freedom comes with the development of Self-discipline and understanding, and the acceptance of the responsibilities that freedom entails.

Worthy of development are personal skills that promote a positive self concept and respect toward others. Education should teach the individual to use critical thinking in solving problems in the home, school and community.

School Vision

We envision an environment where students, parents, educators, and members of the Mt. Gilead community engage in a *variety* of learning programs and activities. We envision these programs and activities will be built on a foundation of expert educators tailoring activities to meet individual learner needs, relationships of mutual respect, facilities designed to meet learning needs and interaction with the greater Mt. Gilead community.

WELCOME TO THE 2021-2022 SCHOOL YEAR!

Dear Students and Parents:

Welcome to Park Avenue Elementary School. We are so excited for the 2021-2022 school year and all the exciting opportunities that we will have to learn and grow this year. Our teachers have been working hard all summer to develop engaging and memorable lessons and our custodial staff has worked very hard to make our building beautiful!

Included in this handbook are many of the foundational pieces of information you and your parents will need to know about our school. Please go over the information inside with your parents and keep a copy so you can reference it throughout the school year. Please understand that while we have tried to include as much information as we could there are sure to be things we left out. If at any point you have questions about any of our procedures or policies please call our office and we will be glad to help you.

One important piece of information we wanted to share with you concerns student recognition. Our students constantly do amazing things and we have a sincere desire to celebrate those accomplishments with the children and the community. With that in mind we will work closely with local media outlets to share student achievements so that they can, in turn, share the achievements with the entire community. If you would prefer that we not share pictures of your student with local media or on the website please complete the media release denial form and return it to your child's teacher.

Finally, we just want to welcome you and invite you to be as involved as you can be this year. From working on studies at home to volunteering in the building. We know that education today requires a partnership between the school, the parents and the community and it is our distinct pleasure to partner with you on a Journey to Excellence!

Educationally Yours,

The Park Avenue Elementary Team

Telephone Numbers

Superintendent of Schools	419-946-1646
Park Ave. Elementary School	419-946-5736
Mt. Gilead Middle School	419-947- 9517
Mt. Gilead High School	419-947-6065

Daily Schedule

7:35	Students may enter the building
8:00	School Begins/Tardy Bell
2:40	Car riders and walkers are dismissed
2:55	Bus riders are dismissed

Please respect and be cognizant that students should not be dropped off or arrive on campus before 7:35.

Enrollment Procedure:

Parents/guardians wishing to enter their child in Park Ave. Elementary must live within the school district or be accepted under open enrollment and provide the following information:

Birth certificate (not mother's certificate)

Immunization records – students will be excluded from school after 14 days if required immunizations are not completed or in progress.

Current emergency information forms – these should be updated if the addresses, telephone numbers, or place of employment change.

Copies of court orders which may affect the student - Students will only be released to custodial parents unless a signed note or phone call from the parent is received by the school.

Kindergarten

Children who are 5 years old on or by August 1st are eligible to enroll in our kindergarten program for that school year.

Withdrawal From School

If a student will be moving to another school district, please call or send a note telling us as soon as possible. This allows the homeroom teacher to help the student make a smoother transition. A withdrawal form must be filled out in the school office.

Any money owed for lost or damaged books or other obligations must be paid before records will be sent.

Student Records

We maintain the following information in our permanent student records:

Name

Address

Emergency medical information

Grades

Attendance

Copies of court orders, if applicable

Birth Certificate

Standardized test results

The permanent records may be inspected by parents upon request.

Records are confidential and only authorized persons will have access to student records.

Noncustodial parents, unless otherwise stated by the courts, are entitled to review school records, to have conferences, and receive copies of report cards.

Copies of report cards will be sent to noncustodial parents upon receipt of current address.

AMERICANS WITH DISABILITIES ACT OF 1990

The Mt. Gilead Exempted Village School District does not discriminate on the grounds of race, color, religion, sex, or disability in admission or access to, or treatment or employment in its programs or activities. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school need to contact the principal at least 48 hours prior to the date of the activity so that the proper arrangements may be made.

STUDENT CODE OF CONDUCT

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. In accordance with Ohio Revised Code 3313.666, the Board has adopted a policy in regards to bullying and other forms of aggressive behavior. In short, the board defines bullying, harassment, or intimidation as any intentional written, cyber, verbal, graphic, or physical act that a student or group exhibits toward another particular student or students **more than once** and the behavior causes mental or physical harm. The policy applies to all activities in the District (curricular or extracurricular including transportation to and from school). Bullying and other forms of aggressive behavior are prohibited and will not be tolerated. Students are encouraged, and every staff member is required to report any situation that they believe to be bullying or aggressive behavior towards any student. Reports may be made to adults in charge or the building principal. After investigation, students who are found in violation of the bullying policy may be subject to additional school sanctions as well as referral to law enforcement officials.

HARASSMENT

The Mt. Gilead School District will not tolerate any form of harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age sex or sexual orientation. It is the goal of Mt. Gilead School District to create and maintain a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of harassment.

BUS SAFETY/PROCEDURES

Pupils who ride school buses must obey safety rules at all times – staying seated, refraining from loud talking or yelling, keeping hands and arms inside the bus, keeping hands and feet to yourself, keeping the aisle clear, and refraining from any activity that would distract the bus driver. Pupils whose behavior creates a safety hazard will be suspended from riding the bus.

BUS CONDUCT/DISCIPLINE POLICY

Bus transportation is a privilege that should not be abused. Disciplinary responses may range from a warning to suspension of riding privileges. Students have duties and responsibilities which contribute to their safe and orderly bus riding.

All disciplinary actions are listed in the Bus Handbook that is given to each student. If you need a copy of the handbook, please contact the office for a copy.

DRESS CODE

Dress code guidelines are designed to create a good atmosphere for our school, with emphasis on building respect and pride in the individual. It is felt that students who take pride in their appearance and behavior create a more positive learning environment. The following statements are intended to provide minimal guidelines for a standard of student dress while in school.

1. Shoes should be comfortable. We strongly recommend that students not wear flip flops, high heels or open toe shoes. These shoes will not be permitted in gym class.
2. Halter tops and open midriff tops will not be permitted during school time. Tops should be long enough to tuck into the top of the pants. Strap width on tops should be at least 1". Sleeveless shirts (to the edge of the shoulder) are permitted.
3. When any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited.

The dress code is in effect during school hours and also during any school sponsored activities. Violation of dress code can result in removal from class or activities until the violation can be resolved. The school administration has the authority to make final interpretations of the dress code.

DISTRICT CONDUCT CODE

The faculty and administration of Park Avenue Elementary hope that every student has many enjoyable and worthwhile experiences while attending this school. For a student to gain the most out of his/her school endeavors, the environment of our school must be orderly, structured, but yet relaxing. When conditions exist that prevent a smooth operation, the administration is expected to take steps to alleviate the problem.

The Mount Gilead student conduct system has evolved with input from many factions of the educational committee. This code of conduct shall apply to all curricular and extracurricular activities and to students in attendance at any school sponsored event on or off school grounds or while being transported by the school. These rules may also apply for student misconduct on the way to school or from school to home.

The following acts of misconduct could result in **Alternative In School Restriction, Emergency Removal, Out of School Suspension, or Expulsion** from school, **the assignment of detentions**. In some cases a **lunch detention** may be implemented and deemed more effective. These disciplinary actions have priority over student employment and all other school related functions. Failure to meet assigned discipline will result in further disciplinary action.

1. **Intimidation or Threats** – Any physical, verbal assault or harassment of a school employee or another student either on or off school grounds will not be tolerated. This behavior could lead to possible ISR, suspension, expulsion, and/or prosecution.
2. **Lying** – This can be a suspendable offense. A parent conference may be necessary.
3. **Stealing** - This violation could possibly lead to ISR/suspension. An attempt for restitution will be made, and outside law authorities could be involved.
4. **Fighting** – **First Offense** – Possible 3-day ISR/suspension.
Second Offense – Possible 5-day ISR/suspension. The school may also find it necessary to arrange a parent-student conference or a court mediation in order to bring final resolution to the incident.
5. **Profanity** – Cursing, obscene physical gestures, drawing, or obscene language are not permitted.
6. **Vandalism or Destruction of school property** – possible 3 – 10 day ISR or suspension. The suspension shall be followed by a parent-student conference prior to readmission of the student. The student and/or parent will also be billed for any damages with possible legal ramifications.
7. **Insubordination** – Refusal to comply with any reasonable request by school personnel. Up to a 10-day ISR or suspension
8. **Disruption or Interference with Curricular or Extracurricular Activities** – A student shall not cause or attempt to cause disruption or interfere with the school program through force, coercion, threats, or harassment. Up to a 10-day ISR or suspension and possible recommendation for expulsion.
9. **Student respect for all School Personnel** – Mount Gilead students are reminded of their obligation to respect **ALL** school personnel (and property) at **ALL** times. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school's authority.
10. **Forgery/Cheating/Plagiarism** – No student shall misuse or attempt to use the signature, initials, or work of another, or cheat in any way. Plagiarism or unauthorized copying of class work is considered cheating. These may result in failure of an assignment at the teacher's discretion which may ultimately result in the use of electronic services (i.e. internet services) to evaluate a student's work.
11. **Physical and Verbal Assault** – Any physical assault on a school employee or another student, on school premises, while in custody or control of school, or in the course of a school-related activity will result in immediate suspension, recommendation for expulsion, possible prosecution, and possible

permanent exclusion. Verbal assault of school employees and/or students will not be tolerated and will be subject to disciplinary action.

12. **Other Conduct** – A student shall not engage in any type of conduct, which is not becoming to school personnel or other students, which is socially deviant or improper conduct, while under the jurisdiction of the school.
13. **Inappropriate Display of Affection** - A student should not indecently expose him/herself or engage in any vulgar or inappropriate contact or displays of affection while on school property. This behavior could lead to suspension, expulsion, and/or criminal prosecution.
14. **Bullying/Cyber Bullying** – Please see the District Bullying section for a description detailing the offense. Any student who exhibits this behavior may result in an ISR, suspension and/or possible prosecution. No student shall participate in the act of cyberbullying. This behavior may include: sending false, cruel, or vicious messages; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; breaking into an email account and sending vicious or embarrassing materials to others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others; posting of a student picture without their permission.
15. **End of Year Discipline:** Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by the district, and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, is within the authority of school administrators.

SUSPENSION/EXPULSION PROCEDURES

Suspension: (Out-Of-School, Bus)

The Principal or Superintendent may suspend a student from school for offenses which are detrimental to the discipline and operations of the school; or when acts of misbehavior are potentially hazardous to the well-being of the school, the student body, school personnel, or are grossly improper under the circumstances, or are in violation of the student conduct code. No suspensions are to exceed (10) school days. Such suspension shall occur only after a student has been notified of the incident and given a written notice of the specific charges against him/her. If it appears that the student may be suspended from school, he/she will be given a notice of intended suspension. (An intent to suspend does not necessarily mean that the student will be suspended, it means that he/she is being considered for suspension, pending the final outcome of the hearing.) This hearing may take place immediately and the parents or guardians do not have to be present.

If, as a result of this hearing the decision has been made to suspend the student, the parents or guardian and the Superintendent of the District will be sent a letter within twenty-four (24) hours. This notification must include specific charges made against the student and an explanation of the right to request a formal hearing with the local Superintendent to appeal the Principal's decision.

If a formal appeal hearing of a student suspension is requested, the local Superintendent's office should be contacted to set up a time and place for this hearing. This hearing should be conducted in an impartial manner. The student may be represented at the appeal hearing. (It should be noted that

the suspension hearing is NOT an adversary hearing and the student has no right to legal counsel at this administrative level.)

Students who are suspended or expelled or removed from class will not be allowed to participate in curricular or extracurricular activities. Students who are absent from school as a result of suspension are still required to complete any assigned work they missed, but will only receive credit for work completed during the student's first suspension of the school year.

Emergency Removal from a Class, Activity, and/or School

There are times when it is necessary to remove a pupil from curricular or extracurricular activities because his/her presence poses a continuing danger to persons or property or an ongoing threat to disruption of the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

The Superintendent or Principal, may remove a student from the premises of a curricular or extracurricular activity without advance notice.

A teacher may remove a student from a curricular or extracurricular activity under his/her supervision. (Advance notice is not required.) During regular school hours, the pupil who has been removed must report to the Principal's office and remain there until the matter has been properly resolved. After school hours, a student who remains on the premises after being removed from an activity would be in violation of the student conduct code.

If a teacher makes an emergency removal, his/her reasons must be submitted to the Principal in writing as soon after the removal as practical.

Any school personnel may order a student to leave the school premises after school hours when a student is not involved in a regularly scheduled activity and is loitering in a school grounds. This is not considered to be a formal removal from a curricular or extracurricular activity and does not require a notice or hearing.

UNACCEPTABLE STUDENT CONDUCT CONSEQUENCES

The possible consequences for not following school rules in this handbook are not limited to the contents of this partial list since every circumstance cannot be predicted. The disciplinary actions taken will reflect the severity of the misconduct and the frequency with which it occurs. Every effort will be made to work as a team with parents to help students.

Students may be denied participation in one or more recesses. The recess time may instead be spent along the playground fence, in a classroom, in the hallway or in the office under the supervision of a teacher or other school personnel.

Students may be denied privileges.

Students may be given a writing assignment concerning the incident.

Students may verbally apologize and shake hands with other persons involved.

Students may perform a task or tasks appropriate to the misbehavior. (i.e. throwing paper wads may require picking up papers off the floor).

Parents may be contacted by the student or teacher through letter or telephone.

Students may be referred to the Principal.

In the case of major incidents or frequent misbehaviors, disciplinary referral forms will be sent to parents and entered in the student's permanent record.

Parent conferences may be scheduled as necessary.

ARRIVAL AT SCHOOL

Students should arrive at school between 7:35 a.m. and no later than 8:00 a.m. Breakfast will be served at 7:35 a.m. Class begins at 8:00 a.m. Children who are tardy must have an adult sign them in before they go to their classrooms.

CHANGE OF DISMISSAL PLAN

Personal or family emergencies will arise which will affect your child's regular dismissal routine. Please alert your child's teacher and the office by sending a note with your child – whether it is to ride a different bus or to be a car/bus rider for the day. If the emergency occurs during the day, please notify the school office by 1:00 p.m. Because elementary-age children often get confused, we will have your child follow his/her regular dismissal procedure unless you have sent a note to the teacher or called the school office.

Children who wish to go from school to another student's home must bring a note giving permission from parents. Busing arrangements must be made through the Bus Supervisor. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child.

Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.

DELAYED SCHOOL OPENINGS AND EMERGENCY CLOSINGS

Should it be necessary to close school because of bad weather, announcements will be made over the local T.V. stations and the OneCallNow Instant Alert System as early as possible. If you do not receive a call from the Instant Alert System, please contact the school office to make sure your current phone number is on record.

DISMISSAL TIMES

Dismissal time is 2:40 p.m. for car riders and walkers and 2:55 p.m. for bus riders. Teachers. The teachers supervise the departure of the students **UNTIL** the buses depart and the line of cars has ended. All students should be picked up by 2:55 p.m. If an emergency arises and a student is not picked up by 2:55 p.m., the student will be taken into the building to wait for their rides. Parents will need to come into the office to pick them up. Teachers are involved in conferences, meetings, and other responsibilities and are not assigned to supervise students after the buses and cars have departed.

At dismissal time, parents are requested to wait for children outside the building. **Students should not be checked out early except for medical appointments or emergencies.** When a student misses school due to a doctor or dentist appointment, an excuse from the doctor must be presented to the office on the return of the student.

SIGN-IN/SIGN-OUT PROCEDURES

When students arrive at school after 8:00 a.m. they are to report to the office and be signed-in, **by the parent/guardian.**

If a student has to leave school before the end of the school day, he/she is to bring a note from home explaining their reason for having to leave school early. This note is to be presented to the teacher in the morning. The student must be signed out by parent/guardian before he/she will be permitted to leave the school grounds. No student is permitted to leave school without office clearance.

After signing out their child, a call will be placed to the classroom teacher for the student. The teacher is not to allow a student to leave without a call from the office.

STUDENT ATTENDANCE POLICY

The Mt. Gilead Board of Education, administration, and teachers believe that good attendance is an absolute must for each individual student. Help your child develop good attitudes about promptness and dependability by teaching him/her to be on time. It is believed that good attendance is closely related to school success. Students must attend school regularly and be there on time to receive maximum benefit from school and to develop habits of punctuality, self-discipline, and responsibility.

Parents are encouraged to arrange medical and dental appointments outside of school hours. Students excused for medical appointments are required to provide the office with a medical excuse from the doctor.

State statutes strictly control school attendance. Under these statutes a student with an attendance problem will be considered either habitually truant or chronically truant once they have met any of the following criteria:

Habitually Truant

- a) 5 consecutive absences, or
- b) 7 unexcused in a month, or
- c) 12 unexcused absences in a school year

Chronically Truant

- a) 7 consecutive unexcused absences, or
- b) 10 unexcused absences in a month, or
- c) 15 unexcused absences in a school year

As a student reaches one of the levels stated above, a letter will be sent to the parent or guardian and the district's attendance officer will be notified. At that time, a meeting will be held with the student, parent or guardian, a Morrow County Court Mediation representative, and a member of the administrative team. If attendance continues to be a problem, or if the parent or guardian refuses to attend a meeting, then the attendance officer will file a complaint with the county prosecutor's office requesting that charges be filed against the parent or guardian.

State Regulation

The State Board of Education has adopted regulations governing excuses from future school attendance and past absences from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance. The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school:

The explanation of each past absence shall be made by the parent to the Principal or to his/her designee to approve or disapprove past absences.

A student who is absent must present a note bearing the reason for the absence, the date or dates of the absences, and the signature of the parent, guardian, or other person in charge of the student. Parents are encouraged to contact the school each day that the child is going to be absent.

An excused absence from school may be approved on the basis of any one or more of the following:

Health Care: Absence of a child to receive health care from an appropriately licensed health care provider will be excused. The Principal may require a written statement from the provider.

Personal Illness: The Principal may require the certificate of a doctor if he deems it advisable.

Quarantine to the home.

Death of a relative:

The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant for longer periods of absence.

Observance of religious holiday:

Any child of religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

Emergency or set of circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school.

Family Vacations:

The Mt. Gilead Board of Education recognizes that in some instances family vacations can be arranged only during the school year. A written request must be received by the Principal 5 days prior to the vacation.

Students are encouraged to complete all work prior to the beginning of the vacation. All outstanding work must be completed the day that the student returns to school or no credit may be given for the outstanding work. The excused absence policy (one day make up time for every day missed) does not apply to vacation leave time.

Definition – Half Day/Whole Day

Students who arrive after 7:55 and before 8:20 will be considered tardy. Students who miss 30 minutes - 3 hours will be considered absent for half of a school day, and students who miss more than 3 hours will be considered absent for a full day.

Excused/Unexcused Absences

When a student is absent, a note from a custodial parent explaining the reason for absence is necessary. Any absence is excused if accompanied by a note and complies with the State Regulations listed above. A student returning to school without a note will be considered unexcused unless a note is turned in to the office within 3 days.

The primary responsibility for absences of students lies on the shoulders of the parents and guardians. Parents and guardians have a serious obligation to teach students to assume the responsibility of attending school on a regular basis. Mt. Gilead Schools will provide assistance to parents and guardians as they perform their legal responsibilities.

Because of recent trends toward more accountability and minimum competency for students, Mt. Gilead Schools are emphasizing the importance of pupil attendance.

Chronic absenteeism, skipping class, truancy, and excessive tardiness are frequently the cause of students failing subjects and not having the skills of reading, writing, etc. These causes will not be tolerated or overlooked.

SCHOOL WORK MISSED DURING ABSENCES

In accordance with the attendance policy, any work missed by a student must be made up. The students will be given a 1 day period per every day missed to make up all missing work. It is the student's responsibility to arrange make-up work with the teacher.

STUDENT RESPONSIBILITY

BICYCLES

Bicycles ridden to school are to be placed in the rack at the front of the building as soon as the pupils arrive. It is suggested that bicycles be locked. After bicycles are parked, pupils will walk on the sidewalk into the building. Bicycles are not to be ridden or taken from the parking rack at any time during the day. Scooters and skateboards are not considered appropriate modes of transportation and are NOT to be ridden to school.

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. Parents may be asked to chaperone classes on school-related field trips. Mt Gilead School Board regulations do not authorize younger siblings to ride buses on field trips.

Chaperone Guidelines

Chaperones are always welcomed to help with field trips. The following guidelines will help our students receive the most benefit from the trip.

1. The teacher is in charge of the trip.
2. Chaperones should report to the teacher before the beginning of the trip.
3. Chaperones are to supervise and stay with the assigned group.
4. Chaperones should enforce and follow the same rules as students.
5. Chaperones should set a good example for students.
6. Smoking, and the use of alcohol or drugs is not permitted.
7. Students are to be accompanied to rest rooms.
8. Please notify your child's teacher if your plans change for the day and you cannot help with the trip.
9. Students are required to ride school transportation to and from the activity.

HOME WORK

Students are required to do reasonable amounts of homework. The completion of homework helps develop positive study habits, reviews and reinforces daily lessons, and extends the learning experience.

Students have the responsibility to complete and return the assignments to school when due. Parents are encouraged to review the completed assignments and help if needed. Parents should not actually do the work but should explain the process and provide guidance.

PERSONAL VALUABLES

While a student is in the school building, he/she shall not use/possess electronic devices, including but not limited to, computer games, I-Pad or tablet, I-Pods, or cell phones in the school building, except as provided, or when use is expressly permitted in advance by the administration. Cell phones must be turned off and left in the student's backpack until the dismissal of the student. All electronic devices including cell phones will be a parent/guardian may come to the office to pick them up. The district is not responsible for any lost, stolen, or damaged items.

The Board of Education, administrators, teachers, and employees (including custodians, cooks, secretaries, teacher's aides, etc.) have a right to expect reasonable behavior from all students. Freedom is a precious commodity and it carries with it the heavy responsibility of accountability of the individual for all of his or her actions. We all realize the need to have certain rules and regulations in order to keep our school functioning in an orderly and safe manner.

The following rules and regulations are intended to:

Promote maximum safety.

Develop a positive climate for living with courtesy and respect.

Maintain a good atmosphere for learning.

Protect the rights and property of the school and others.

STUDENT RIGHTS

Students attending the Park Ave. Elementary School shall enjoy the rights and freedoms that are guaranteed under the Constitution of the United States of America and the State of Ohio. This shall include the due process of law (the right to a hearing) involving all disciplinary action taken against a student. All students shall enjoy the right to reasonable treatment from the school and its employees.

RECESS

Boys and girls need time daily for outdoor recess activities and free play. A classroom teacher or aide is on duty at all times during the recess period. Students are expected to go outside for recess unless a note from the doctor for illness or a note from home is brought to school. A note from home must be in connection with an illness/absence. Any request for extended excuse from recess must be accompanied by a statement from a physician.

Parents are asked to have children wear appropriate seasonal clothing for playground activities. Children look forward to this daily activity. Your cooperation is appreciated.

Recess is not held outside during inclement weather, nor when the temperature is 20 degrees (wind chill included) or below.

Staff reserves the right to keep students inside for recess if the students are not appropriately dressed for outside recess.

Recess Rules:

Stay inside the fence.

Ball games should be played in the proper area. Any ball game of an overly physical nature (tackling, pushing, tripping, shoving, etc...) is not permitted on school grounds during school hours. Footballs brought to school must be of a Nerf nature (soft exterior).

Hard baseballs are not allowed.

Throwing of stones, sticks, dirt, snow, or other dangerous objects is not permitted.

Only one person is permitted on each swing. Standing on the swings or twisting the chains is not permitted. Jumping off of the swings, or other inappropriate behavior (walking in front of the swings) is not permitted.

Students shall be seated feet first on the slides and go down one person at a time.

Wrestling or fighting is not permitted.

Games of tag or chase on the large slides and climbing equipment is not permitted. Each area of this equipment is to be used properly.

Students shall go to their lines quickly and stand quietly when the end-of-recess signal is given.

Each student shall come into the building in a single line in a quiet and orderly way. Students are to walk in a single line next to the railings while climbing the stairs.

Indoor Recess

Play in your own grade level classroom.

Find a quiet sit-down activity.

No running.

Use inside voices.

Lights go off to indicate that recess is over and clean-up is to begin.

All things are to be put away quickly and orderly.

Students are to be in their seats and quiet.

USE OF RESTROOMS

Students shall:

Enter and leave in an orderly and quiet manner.

Flush the toilet after use.

Put paper towels in the wastebasket.

Not climb on doors or restroom partitions.

Not make a mess with water, soap, paper towels, or toilet tissues.

Not sitting/standing on the sinks or toilets.

CHANGE OF ADDRESS/PHONE NUMBER/EMPLOYMENT

Please notify the office **immediately** if your address, home or work phone number changes. It is vital that the emergency information remains current. Families who may have custody issues must provide all current legal documentation and contact numbers to the school office.

CLASS PARTIES

Class parties are scheduled around special events and the major holidays. Please see your child's teacher for information about the parties.

Please check with the teacher before sending treats, food or other items for birthday parties.

MOVIE VIEWING

Movies viewed in the elementary building will not exceed the rating of "G" (General Audience). If a staff member chooses to show a movie that is beyond "G" (General Audience), said staff member will communicate, in writing, with parents to acquire permission before the movie is shown. If parents do not grant permission, the child/children will not be punished and will be permitted to participate in an alternative activity that will not negatively affect the child's grade.

PARENT CONFERENCES

Please check the school calendar for specific dates. A written notice will be sent to all parents at these times. If at any other time you wish to confer with your child's teacher, please contact the teacher to schedule an appointment. A note must be presented to the school from a custodial parent for a non-custodial person to participate in the conference.

PARENT INFORMATION AND RESOURCE CENTER – PIRC

Parent Information and Resource Centers (PIRCS) are part of the "No Child Left Behind" Act.

PIRCs are school-based or school linked resource centers serving parents, schools, and community organizations throughout their state.

Ohio PIRC

Parent Information and Resource Center

Columbus Urban League

788 Mount Vernon Avenue

Columbus, Ohio 43203

1-866-253-1829

PARENT INVOLVEMENT IN EDUCATION

The School Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians in the education of their children generally result in higher achievement scores, improved student behavior, and reduced absenteeism.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

PARENT VISITATION

Parent visitation will be monitored by the building administrator. Please feel free to contact the building administrator to establish a visitation. The building administrator has full authority to ask you to leave in the interest of the students in the building.

SCHOOL SECURITY

Please remember to sign in at the office when you enter the school building for any reason. All outside doors will be locked at all times. To enter the building you must be let in by the office.

SMOKING ON SCHOOL GROUNDS

All schools and school grounds have now been mandated to be smoke-free environments. There is to be no smoking in the building or on the grounds by school employees, parents, or visitors.

CAFETERIA POLICIES

All students are expected to practice good table manners in the cafeteria. It is the responsibility of each student to see that his or her table area is left in a clean condition. Students are expected to pick up any trash that they put on the table or floor. All food must be eaten in the cafeteria. Food is not to be taken to the classroom or to the playground. **Students may not bring soda (pop) to school.**

Breakfast is available for all students.

Students may bring a bag lunch or buy the regular school lunch, including milk. All students packing their lunch, including those that qualify for Free/Reduced lunches, may purchase milk for \$.50

Lunchroom/Cafeteria Rules

Students shall:

Enter in a single, orderly, and quiet line.

Sit in a designated area.

Talk quietly.

Clean his/her own eating area.

Return to their tables after cleaning up.

Eat only in the lunchroom unless special permission is given.

MEDICATION POLICY

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the board of education shall require a written statement from a licensed health professional, authorized to prescribe drugs, accompanied by the written authorization of the parent before any prescribed medication or treatment may be administered. The board of education shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication.

As it relates to drugs (medical or otherwise), the board prohibits the use, possession, concealment, or distribution of any drug or any drug related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood altering effect on school grounds, on school vehicles and/or at any school sponsored event.

Many students are able to attend school regularly only through effective use of medication for the treatment of disabilities or illness that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible students shall be permitted to bring such medicine to school, so that it may be taken at the proper time.

An appropriate person appointed by the building principal will supervise the secure and proper storage of all medications within the building. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.

A written request must be received from the parent or guardian of the student, requesting that the District store the medication for dispensation for the student. The building principal must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug or another person licensed to prescribe medication. The statement must include information on any possible side effects that may occur. A revised statement must be submitted if any of the information originally provided by the physician or licensed individual changes. All medication must be brought to school by the student's parent/guardian. Please do not send any medication to school with your child.

The school shall provide storage of nonprescription medication such as aspirin, provided that the medication is supplied from home, is in its original container and is accompanied by a signed note from the parent authorizing the student to have the nonprescription medication. Under no circumstances shall a student provide another student with a nonprescription medication. This privilege may change at any time with regard to state laws.

COMMUNICABLE DISEASES

School procedures for most communicable diseases and many nuisance diseases and infestations such as lice, pinkeye, ringworm, scabies, rashes, unknown skin eruptions, etc., is as follows: A child is excluded from school until all symptoms disappear and a written release from a doctor, when applicable, is submitted. If a child is out for head lice they must be checked and cleared by the school office to be admitted back to school.

Please do not send your child to school with a fever or if they have vomited during the night or before school

LICE POLICY

If evidence of head lice is found on a student, parents are called to take the child home to treat them and pick out the nits. We have a no nit school board policy so a child may not come back to school unless they are nit free. The parent must bring the child into the school office to be checked before the student may return to class.

GRADE/EVALUATION POLICY

STUDENT EVALUATION

Report Cards are distributed at the end of each nine week period. The purpose of the grade card is to inform parents of their children's progress.

The standard grading scale for Park Avenue Elementary has been established as follows:

<u>GRADE</u>	<u>SCORE</u>
A+	100-98
A	97-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	below 60

Final grades will be the average of the percent grades received during each of the grading periods.

TITLE I APPLICATION PROCESS

Each year the Mt. Gilead Exempted Village School District completes the application process to access Title I funds from the state. The Title I program is designed to offer reading intervention to children in grades K-3. During this process the public is invited to submit ideas regarding the use of program funds. If you have any ideas or opinions, please submit them, in writing, to Park Ave. Elementary School, 335 Park Ave., Mt. Gilead, Ohio 43338.

PROMOTION/RETENTION POLICY

A student in grade three must meet the state requirements for the Third Grade State Reading test in order to be assigned to the next grade level. A student not meeting the minimum standard will be retained.

The goal of our school is to have all students be successful. It is sometimes necessary to have a student repeat a grade level. This decision is difficult to make and involves many factors. The teacher, principal, and parents will be involved in the discussion before a decision is made. The Principal will make the final decision.

A student who receives passing grades (D or better) in all subjects earns promotion.

A student not earning promotion may be assigned to the next grade level or retained in the present grade level.

A student who receives an "F" in two subjects or an "F" in one subject and is 1 year or more behind in Reading may be retained.

A student who receives passing grades (D or better) for work that is not on grade level may be retained.

A student in grades K, 1 or 2 who is a full year or more behind in Reading and/or Math may be retained.

"CONCEAL/CARRY" BILL HAS IMPACT ON SCHOOL DISTRICTS

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122,
NO PERSON SHALL KNOWINGLY

POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY

It should be noted that the above provisions constitute only a small portion of House Bill 12, which contains many complex and interrelated amendments and runs to over 130 pages in length.