

Preble Shawnee Elementary

STUDENT/ PARENT HANDBOOK

2021-2022

120 Bloomfield Street Camden, Ohio 45311

937-452-1204

This handbook belongs to:

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

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Dear Parents and Students,

Welcome to Preble Shawnee Elementary Schools! We are glad you are a part of our school family. To make your school experience a positive one, this handbook has been compiled with information concerning the procedures and rules in your school. We hope you will read it carefully and refer to it when needed. Parents, students, and teachers have a joint responsibility at Preble Shawnee Elementary. By working together we aim to provide a quality educational experience that involves the home and the school. Let this handbook be one step toward this goal. We appreciate your support and are looking forward to a successful school year in our voyage of excellence.

Sincerely, The Staff, Administration, and Board of Education.

## PREBLE SHAWNEE LOCAL MISSION STATEMENT

The mission of the Preble Shawnee Local School District, in partnership with the family and community, is to prepare students for their future by offering a quality educational experience in a positive and innovative learning environment while utilizing resources responsibly.

### INFORMATION

School Hours: 9:00-3:35 Grades K-4

#### **Contact Information**

Principal: Mrs. Heather Campbell.....937-452-1204 Ext. 3002  
Guidance: .....937-452-1204 Ext. 3007  
School Nurse: Lori Cottingim.....937-452-1204 Ext. 3005  
Secretary: Jenny Foxbower.....937-452-1204  
Director of Transportation: Kitty Line..... 937-452-1204 Ext 2030  
Camden Primary Food Service: Alison Myers.....937-452-1204 Ext. 3022  
Director of Special Education: Jennifer Taulbee..... .937-452-1204 Ext. 2006

Progress Book Helpline Email Address: [pbhelp@psarrows.com](mailto:pbhelp@psarrows.com)

#### **DISTRICT INFORMATION**

Central Office: Todd Bowling, Superintendent .....937-452-1283  
124 Bloomfield St., Camden, OH 45311  
Preble Shawnee Middle School: Kyle Morton, Principal.....937-787-4102  
11751 St. Rt. 503, PO Box 97, West Elkton, OH 45070 Fax: 937-787-3453  
Preble Shawnee High School: Dianna. Whitis, Principal .937-787-3541  
5495 Somers-Gratis Rd., Camden, OH 45311 Fax: 937-787-3664  
Food Services: Rhonda Rivers.....937-787-3541, Ext. 2020

**Equal Opportunity Statement** This district provides an equal 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 should immediately contact the school district's compliance officer identified below:

**Preble Shawnee Local School District Superintendent.....937-452-1283**

**Surveillance Systems:** Security cameras have been placed inside and outside the buildings to help provide a more secure environment. Digital recording is done on a 24-hour-a-day basis.

The contents of this handbook are in effect for all school-sponsored activities from August 1, 2021-September 1, 2022 or until a new handbook is issued.

## ATTENDANCE POLICY

Attendance is an important factor in school performance and success. It is in the best interest of each student to maintain regular school attendance. Ohio Revised Code requires school attendance of every person between six and eighteen years of age during each school day.

### Preble Shawnee Local Schools/State of Ohio/Preble County Attendance Policy

House Bill 410, effective at the start of the 2017-18 school year; was passed by the Ohio General Assembly to encourage and support a preventative approach to excessive absences and truancy. Schools will create policies and outline interventions for students that are truant. **Habitual Truant** is the new term referring to any child of school age (6-18) who is absent without legitimate reason. The new criteria for a **Habitual Truant** student is measured in hours not days.

- a. absent 30 or more consecutive hours without legitimate excuse or
- b. absent 42 or more hours in one month without legitimate excuse or
- c. absent 72 or more hours in one year without legitimate excuse.

HB 410 includes an "**Excessive Absent**" component for students missing school with or without legitimate reason.

- a. absent 38 or more hours in one month with or without excuse.
- b. Absent 65 or more hours in one school year with or without legitimate excuse,

### EXCUSED ABSENCES:

Students must be in school unless the absence has been excused for one of the reasons listed below.

#### Legal Reason for Absences

1. Illness-. The principal or designee may require the verification of the illness by a physician:
2. Illness of an immediate family member.
3. Death in the family,
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments..
7. Vacation-A note must be sent for approval at least one week prior to the vacation.

## NOTIFICATION PROCEDURES

Parents are to notify the school, before the start of first period on the day of the absence, to explain the reason their child is missing school. **Parents can report their child's absence by calling the attendance secretary at 787-3541 ext. 2004. Each absence must be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary. If the note has not been received within two days the absence will be unexcused.**

Any questions concerning the authority and guidelines used for excusing student absences from school are outlined in ORC 3321.04 and Chapter 3301-51 of the Ohio Administrative Code. If a question still exists, consultation with the county superintendent should occur prior to granting the excused absence.

Students with chronic medical conditions may submit documentation from a physician to be kept on file. This documentation will be reviewed by school officials to determine whether future excuses/notes will be required.

House Bill 410 requires the District to notify the County Attendance Officer in the event the student is absent *with Or without* legitimate excuse for 38 or more hours in one school month or 65 hours in a school year. The County Attendance Officer will also notify a student's parent, guardian, or custodian regarding the absences.

Requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent within a specified time period and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services,

With specified exceptions, requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to re engage the student and the student refused to participate or failed to make satisfactory progress.

### Triggering Instances

Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.

### Steps to be taken

\* District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger.

\*District or school must provide written notice to the parent, within seven days of the triggering absence.

\*District or school may utilize any other intervention strategies contained in the new policy.

### Triggering Instances

Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.

## **Steps to be taken**

District or school must assign the student to an absence intervention team within seven days of the triggering absence

District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.

Within 14 days of assignment of a team, the team must develop an absence intervention plan.

Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.

District or school may contact the court about informal enrollment of the child in an alternative to adjudication.

## **Triggering Instances**

Student refuses to participate or fails to **make satisfactory** progress on absence intervention plan.

## **Steps to be taken**

Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.

In the event a student reaches or exceeds the number of unexcused or excused absent hours, they will be placed with an intervention team, parents will be notified via phone or in writing, and depending on the number of hours **absent** the Preble County truancy officer or court system may become involved.

**Truancy Intervention Meeting-Parents and students may be ask to attend a meeting with the Preble Shawnee intervention team and the Preble County Truancy Officer to discuss their students absences from school.**

## **TARDY/PARTIAL ABSENCES**

Tardiness to School/Partial Absences: Students are expected to be in class and on time daily.

Students who are late in the morning or leaving school early must report to the attendance office to sign in/out. Students arriving to school late or leaving early will have the minutes/hours counted toward the State attendance requirements. In addition, an A.M. tardy or P.M. tardy will count toward a student's number of tardies per the building discipline policy.

## **PBIS/ Discipline Procedures**

We are continuing to implement PBIS PBIS stands for School-wide Positive Behavioral Interventions and Supports. It is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. Students School-wide PBIS increases the capacity of schools to educate all students by utilizing research-based school-wide, classroom and individual interventions. The Positive Behavior Intervention and Support Committee created this program to promote the core values of Respect, Responsibility and Trustworthiness for all students at Camden Primary:

## **Arrows Aim for Success**

### **Office Discipline Referral Process**

1. The referring staff determines whether the student infraction meets criteria for an office referral (see Minor/Major Offenses).
2. Staff will complete an Office Discipline Referral (ODR) Form, which will accompany the student to the office.
3. The Administrator reviews the ODR and gathers any additional information necessary.
4. The Administrator determines appropriate consequence(s), completes the ODR, and enters the referral electronically.
5. If the student receives suspension days, then a notice is generated and sent to parent/guardian. This will always include a phone call home by the administrator. A completed ODR is sent to the teacher and/or case manager. A copy is filed electronically for the school's record.
6. The electronic data system will yield summary information regarding office discipline referrals for individual students, as well as useful information that will aid in the implementation of Positive Behavioral Interventions and Supports strategies for all Camden Primary students.

The next few pages breakdown problem behavior definitions, possible classroom/teacher interventions, office/administration interventions as well as what actions are defined as major or minor offenses.

The Board of Education has adopted the following rules for student conduct:

Students shall not engage in any acts of harassment or bullying, whether physical or verbal (including sexual or racial harassment, menacing, assault, or fighting), while at school or at any school activity or while traveling to or from school or any school activity. Students shall not behave in a way that could cause physical injury to himself/herself or anyone else. A student found in violation faces the possibility of detention, Saturday School, suspension, and/or expulsion from school. Violations will be judged independently and appropriate discipline will be applied.

Students shall not possess or share with other persons pornographic literature or materials while at school or at any school activity or while traveling to or from school or any school activity. A student found in violation faces the possibility of Saturday School, suspension and/or expulsion from school. Violations will be judged independently and appropriate discipline will be applied.

**DISCIPLINARY ACTION:** Detention may be assigned and supervised by the teacher or administrator for a minimum of one-half hour and maximum of one-hour before/after school with a 24-hour advance notice to parents. Transportation home from detention is the responsibility of the parent. Lunch or recess may be assigned and supervised by the teacher or administrator. Suspensions may be

assigned by the administrator. Expulsions may be assigned by the superintendent.

MINOR OFFENSES: Referrals to the office will be handled at the discretion of the principal.

SEVERITY CLAUSE: If in the judgment of the principal the incident warrants more severe consequences than step one, he/she may omit steps. Students with a prior serious offense in another category may cause steps to be omitted. Each student starts each school year with no offenses.

COURT REFERRAL: Students may also be referred to court as "unruly if their behavior at school continues to be a disruption to the learning environment. In some cases, depending on the nature of the offense, school officials may file a complaint with the prosecutor against a student for serious disciplinary offenses.

## Problem Behavior Definitions

### Problem Behavior

### Definition

<b>Disruption</b>	Behavior that disrupts, or interferes with the educational process. Disruption includes sustained loud talk, yelling, or screaming, noises with materials; horseplay, roughhousing, or play-fighting; and/or sustained out-of-seat behavior, blurting out.
<b>Dress Code Violation</b>	Student's clothing is not appropriate for elementary school. See DRESS AND GROOMING in student handbook
<b>Physical Contact/ Aggression</b>	Actions involving physical force on another person where injury may occur (e.g., hitting, pushing, grabbing forcefully, kicking, scratching, hair-pulling, striking with an object etc.)
<b>Harassment/ Bullying</b>	Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students), Board Policy 5517.01
<b>Inappropriate Language/ Gestures/ Materials</b>	Profanity, verbal messages and/or gestures, material (digital or print) that includes swearing, inappropriate media, name calling or use of words in an inappropriate way.
<b>Insubordination/ Defiance</b>	Refusal to follow directions; talking back, being rude to an adult, refusal to deliver and/or return school correspondence when required.
<b>Lack of Participation</b>	Lack of cooperation with instruction and/or attempt to meet basic instructional expectations.
<b>Lying/ Cheating</b>	Student fabricates untrue stories; copies other student's work or plagiarizes (claims another's work as their own).
<b>Property Misuse/ Damage</b>	Student deliberately impairs the usefulness or appearance of property.
<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature (e.g., making obscene comments or gestures, displaying obscene pictures or written material) when it creates an intimidating, hostile, or offensive educational environment and/or it otherwise adversely affects a student's educational opportunities,
<b>Tardy</b>	Student is late to class or the start of the school day.

<b>Threats</b>	Words or actions that may threaten to do injury to another person or that intimidate another person through fear for his/her safety or well-being
<b>Use/ Possession of tobacco products</b>	Student brings or uses any tobacco products on school grounds.
<b>Possession of deadly weapon/ instrument (includes lookalike weapons)</b>	Student brings any instrument that is or looks like a deadly weapon and does not inform a staff member that he/she accidentally brought it to school. This includes toy guns, knives or any similar device.
<b>Use/ Possession of illegal drugs/ alcohol</b>	Student brings or uses any illegal drugs, drug paraphernalia, or alcohol on school grounds.
<b>Verbal Abuse</b>	Name-calling, racial, religious or ethnic slurs or other derogatory statements that is offensive to another person
<b>Leaving school/ class without permission</b>	Student leaves class or school without permission or stays out of class without permission.
<b>Stealing</b>	Student deliberately takes someone else's property or something that doesn't belong to them.

### **Office / Administration Interventions**

Administrative Decision	Description
Conference with Student	Student meeting with administrator, teacher, and/or parent/guardian: This can include direct instruction in expected or desirable behaviors.
Conference with Parent Guardian	Administrator communicates with student's parent/guardian by phone email, written notes, or person to person about the problem
In School Suspension	Students are required to spend either part or an entire day in the office completing all work during the school day.
In School Detention	Students are required to spend a portion of the day in the office or at a specific location away from the classroom. This usually takes place during lunch and/or recess.
Think Sheet	Students will spend time completing a think sheet that reviews the actions that lead to discipline as well as the actions they will take in the future.
Time Out	Students are required to spend a period of time away from the scheduled activity.
Privilege Loss	Students are unable to participate in some type of privilege; e.g., special activity or events, etc.



Apology Restitution	Students are required to make amends by taking responsibility to correct the problem created by the behavior, Verbal or written declaration of remorse, inclusive of positive affirmation to the person harmed by student's actions.
Corrective Assignment Restitution	Completion of a task that compensates for the negative action - also triggers a desire not to revisit the negative behavior, e.g., assignment to a work detail, school service, written assignment, etc.
Suspension/ Send Home	Temporary removal of the student from the building and all school sponsored activities. Student is sent home for the remainder of the school day. Removal from class counts as a suspension.
Referral	A referral is made to school support staff or outside resources in order to provide assistance or support to the student.
Parent/ Guardian Escort	An arrangement is made for the student's parent/guardian to be present in school with his/her child for some portion of the student's school day.
Other	An administrative action not listed above. Staff should specify such actions.

## Major Offenses / Minor Offenses

Infraction	Minor Offenses (Classroom Managed)	Major Offenses (Office Managed)
Physical Contact/ Aggression	Minor pushing/ shoving in line Aggravating tapping/ nudging Horseplay	Fighting, physical behavior with intent to harm. Actions involving physical contact with intent to harm where a serious injury has occurred.
Defiance/ Insubordination	Not following expectations Talking back to adult Refusal to follow directions Not staying in line Name calling, put downs Tone/ attitude Dress code violation	Continuous or blatant open disrespect and disregard to adult directions. Active refusal to do what is asked.
Disruption	Talking out Out of seat, disrupting others Sustained loud talk Screaming/ yelling	Repeated behavior that disrupts the entire class over an extended period of time
Property Misuse/ Damage	Misuse of classroom materials/ equipment/ property	Purposefully damaging/ destroying property intentionally Unauthorized/ inappropriate use of

		internet/ email/ district technology.
Harassment/ Bullying/ Verbal Abuse/ Sexual Harassment	Teasing	Verbal abuse/ Negative comments related to race, ethnicity or disability. Anything that falls with sexual harassment. Anything that falls under board policy 5517.01
Stealing		Deliberately taking something that belongs to someone else or the school.
Lying/ Cheating	Academic misconduct cheating	Repeated behavior
Inappropriate language/ gestures	Profanity Inappropriate gestures Name calling	Repeated profanity Inappropriate gestures, name calling
Threats		Words or actions where a student threatens to do injury to another student.
Tardy (not arrival/dismissal)	1-2 tardies per quarter	3 or more tardies per quarter
Lack of participation	Sitting while others work Head down on desk	Repeated behavior
Leaving school/ class without permission	Leaving class without permission.	Defiantly leaving the classroom. Leaves school grounds.
Possession of deadly weapon/ instrument (includes look alike weapon)		Student brings any instrument that looks like a deadly weapon and does not inform a staff member that he/she accidentally brought it to school upon realizing it is in their possession.
Possession illegal drugs/ alcohol/ tobacco		Student brings any illegal drug, drug paraphernalia, alcohol or tobacco on school grounds.

## Preble Shawnee Elementary Student Discipline Code

Infraction	First Offense	Second Offense	Third Offense
Physical contact/ Aggression	Parent contact/ ISD/ Think Sheet	Parent Contact/ 2 day ISD/ Refer to Tier 2 PBIS Team	ISS/ loss of extra activity *
Defiance/ Insubordination	Strong warning/ Think sheet/ Parent Contact	Parent Contact/ ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISD/ ISS/ loss of extra activities *
Disruption	Strong warning/ think sheet/ parent contact	Parent contact/ ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISD/ ISS/ loss of extra activities*
Property Misuse/ Damage	Pay costs/ restore property/ Parent Contact/ ISD/ Think Sheet	Pay costs/ restore property/ Parent Contact/ 2 day ISD/ Refer to Tier 2 PBIS Team	Pay costs/ restore property/ Parent Contact/ ISS/ loss of extra activities.
Harassment/ Bullying/ Sexual Harassment	Strong warning/ Think Sheet/ Parent Contact	Parent Contact/ ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISD/ ISS/ loss of extra activities *.
Stealing	Strong warning/ Think sheet/ Parent Contact	Parent contact/ ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISD/ ISS/ loss of extra activities*
Lying/ Cheating	Strong warning/ think sheet/ Parent contact	Parent Contact/ ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISD/ ISS/ loss of extra activities*.
Inappropriate language/ gestures	Strong warning/ Think sheet/ Parent contact	Parent contact/ ISD/ Refer to Tier 2 PBIS Team	Parent contact/ ISD/ ISS/ loss of extra activities*
Threats	Parent Contact/ ISD/ Think Sheet	Parent contact/ 2 Day ISD/ Refer to Tier 2 PBIS Team	Parent Contact/ ISS/ loss of extra activities*
Lack of participation	Strong warning/ think sheet	Parent Contact/ ISD/ Refer to Tier 2 PBIS team	Parent contact/ ISD/ loss of extra activities*
Leaving school/class without permission	Strong warning/ think sheet	Parent Contact/ ISD/ Refer to Tier 2 PBIS Team	Parent contact/ ISD/loss of extra activities*
Dress code violation	Parent contact/ see student handbook	Parent contact/ see student handbooks	Parent contact/ see student handbook
Possession of deadly weapon/ instrument	10 suspension/ recommend expulsion/	10 suspension/ recommend expulsion/	10 suspension/ recommend expulsion/

(includes look alike weapon)	court referral	court referral	court referral
Possession of illegal drugs/ alcohol/ tobacco	5 day suspension	10 suspension/ recommend expulsion/ court referral	10 suspension/ recommend expulsion/ court referral

**Severity Clause:** If in judgment of the principal, the incident warrants more severe consequences than step one he/she may omit steps. Students with a prior serious offense in another category may cause steps to be omitted. Each student starts each school year with no offenses. **Continued Misconduct:** Students who repeatedly violate the student code are guilty of continued misconduct, which may result in ISD, ISS, multiple day ISS/ISD.

**Note:** If a staff member refers a student to the office, the consequences listed above will be used as guidance taking into consideration the incident, age of student, and the frequency the student is referred. ISD=In school detention (lunch/recess), ISS=In school suspension \*Loss of activities can include field trips, field day, specials or any other extra activities.

### **General Information**

**Accidents:** All accidents or injuries in the school building or on school grounds during a school activity must be immediately reported to the person in charge.

**PARENT VISITATION AND CONFERENCES:** Parents are encouraged to call the school and arrange individual conferences or visitation, Planned parent-teacher conferences are also held during the school year:

**VISITORS:** All visitors, guests, and volunteers (including parents) are required to sign the register in the school office and pick up a volunteer or visitor badge upon entering the school building The Preble Shawnee Elementary Office is located to the right after entering the main entrance. Children who are not enrolled at Preble Shawnee Elementary are not permitted to attend school.

**WITHDRAWING STUDENTS:** Parents are responsible for notifying the school of student withdrawal. Advance notice is necessary to prepare adequate records needed to enroll your child at his/her new school. A withdrawal form must be completed in the office, bills paid and textbooks returned before a student's record is clear,

**COURTESY:** Students shall address all members of the school staff as Mr, Mrs., or Miss.

**TELEPHONE** The telephone is for school business and student emergencies only.

**FEES:** Fees for consumable materials are required of all students. Letters regarding the amount of fees will be sent home with students. Students will not receive report cards until all fees are paid and overdue library books are returned.

**AFTER SCHOOL ACTIVITIES:** Students are not permitted to pass out invitations at school for home parties or other private after-school events or to use the school phone to make social arrangements.

**DRESS AND GROOMING:** Dress or grooming, which causes a disruption from classroom work and/or school activities or creates a danger to the health and safety of the pupils will not be permitted. Disruption of the educational process as determined by the principal will be the deciding factor with regard to dress and/or grooming. The school does not permit hats to be worn inside the building during school hours. **No pants with unpatched holes above the knee are permitted. Shorts are permitted in WARM WEATHER as long as they are fingertip length or longer. Skirts must be fingertip length or longer. Shirts and tops must be long enough to be tucked in. Halter-tops, spaghetti straps, fish net, open sides, low-cut and short tank tops or any other clothing items which show under garments are not permitted.** Pajamas and slippers are not permitted. Shoes must be worn at all times. If you choose to wear flip flops, please bring other shoes in case the flip flops were to break during the day. **BASEBALL, FOOTBALL OR SOCCER CLEATS ARE NOT PERMITTED IN THE BUILDING,** Clothing items with obscene, offensive, suggestive, tobacco, and/or drug-alcohol related slogans and pictures are prohibited. Please label student jackets, lunchboxes, and other personal items. Gym shoes must be worn during gym class. **STUDENTS DRESSED INAPPROPRIATELY WILL BE PERMITTED TO CALL HOME FOR A CHANGE OF CLOTHING. IF A PARENT IS NOT AVAILABLE, CLEAN SHIRTS AND/OR SWEATPANTS WILL BE PROVIDED BY THE SCHOOL FOR THE REST OF THE DAY.**

**JEWELRY:** Students are not permitted to wear jewelry during gym classes. Exceptions will be determined by the physical education teacher.

**PERSONAL BELONGINGS:** Students are responsible for their personal belongings. Valuable articles should be left at home. Items (including clothing) should be clearly marked for easy identification.

**OUTDOOR RECESS:** During inclement weather recess will be in the gym or classrooms. If it is raining or the temperature is 30° F or below, there will be no outdoor recess. During outdoor recess, students will be expected to remain with their class. If it is necessary for a child's activities to be limited, the parent should send a note to the teacher. For extended periods of time, a doctor's note will be required.

**LUNCHES:** Student lunches can be paid on a daily, weekly, monthly or annual basis. Free and reduced price lunch forms will be available and will be approved if requirements are met. All students are expected to eat a school lunch or a Sack lunch.

**DISASTER PLANS:** Each building has an emergency disaster plan that provides for the safety of students and staff, Fire and tornado drill procedures are posted in each room. Students are to follow all directions given by teachers and silence is to be observed in order for every one to hear the instructions.

**Complaints by the Public:** Any requests, suggestions, complaints or grievances reaching the board, board members, or administration regarding a staff member should utilize the following:

**Level 1-** Shall be addressed initially to the staff member who will discuss it promptly with the complainant.

**Level 2-** A meeting with the staff member and the principal

**Level 3-** A written request for a conference shall be submitted to the superintendent with a copy to the board. This request should include:

a. Specific nature of complaint and statements of fact.

b. The way the child or complainant has been adversely affected.

c. The action that the complainant wishes to take and supportive rationale for that action, Should the matter be resolved in conference with the superintendent, the board shall be advised of the resolution.

**Level 4-** The complainant shall request in writing a hearing with the board. After reviewing all materials related to the case, the board shall provide the complainant with a written decision within ten days following the hearing,

**DISMISSALS:** Parents are responsible to CLEARLY inform children of after-school arrangements for activities and/or destination changes. A note signed by the child's parent must be sent to the teacher indicating specific changes. THIS INCLUDES BUS TRANSFERS, IF A NOTE IS NOT RECEIVED THE CHILD WILL FOLLOW NORMAL PROCEDURES.

**CLOSINGS / DELAYS:** The earliest news of closings or delays due to inclement weather or other emergencies will be broadcast on our One Call System, WING/AM (1410), WHIO/AM (1290), WLW/AM (700), WROU/FM (92.1), WHKO/FM (99.1), WYSO/FM (91.3), WING/FM (102.9), WGTZ/FM (92.9), WCLR/FM (95.3), WEBN/FM (102.7), and WDTN/TV-Channel 2; WHIO/TV channel 7; WRGY/TV-channel 45; AND WKEF/TV-Channel 22. If Preble Shawnee Schools are not mentioned please assume that school is in session. You may also check the website at [www.Preble-Shawnee.k12.oh.us](http://www.Preble-Shawnee.k12.oh.us)

**EARLY PICK-UP:** Students leaving school during school hours must be signed out in the office. Proper identification will be required for the safety of all students. **PARENTS ARE NOT TO GO TO CLASSROOMS WITHOUT FIRST REPORTING TO THE OFFICE.** STUDENTS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL GROUNDS WITHOUT APPROVAL FROM THE OFFICE.

Delay/Early Release Schedule

1 Hour Delay: School Starts at 10:00 2 Hour Delay: School Starts at 11:00 1 hour Early Dismissal: Dismissed at 2:35 2 hour Early Dismissal: Dismissed at 1:35

**PARENTS MUST WAIT OUTSIDE THE BUILDING TO PICK UP STUDENTS AT DISMISSAL.**

Students who walk to school need to follow traffic safety rules. Parents are responsible for student safety and conduct between home and school.

**EARLY DISMISSALS:** Early dismissals may occur for various reasons throughout the year. Please have an early dismissal plan for your child so that your child understands what to do if there is no one

at home. If plans differ from the normal routine a written copy must be on file in the school office. Plan ahead in order to avoid last minute confusion.

**BUS LOADING / UNLOADING:** For the safety of students, parents are not to park in BUS LOADING areas or DRIVEWAYS and are asked to observe parking and traffic regulations. No one should walk between parked buses. When buses begin to move, all other vehicular traffic should stop until buses have departed. Car drop-offs / pick-ups should not occur in bus areas when buses are present.

**FERPA and Directory Information:** The Preble Shawnee Local School District is in compliance with the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the principal's office secretary.

**Field Trips:** Students must have the following on file in the office before they will be allowed to participate in a field trip: Emergency Medical Forms are located online at Final Forms

- Emergency Medical Form
- Parental Permission Form

## **GENERAL RULES**

Students will be held responsible for damaged or lost textbooks and damage to any other school property resulting from carelessness or disregard of rules.

Desks are the property of the school and are subject to inspection at any time.

Possession of guns of any type, water pistols, cap pistols, firecrackers, knives, matches, lighters, or any object that may be used to inflict injury is prohibited on school property during the regular school day, at all school activities, and on school buses,

Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The student must secure permission from the teacher.

Should parents permit students to ride his/her bike to school, he/she is to push the bike upon reaching the school grounds. The student is responsible for the safety of his/her bike.

Scooters, skateboards, roller skates, roller-blades, heely type roller shoes, electronic games and toys, radios and other music devices, trading cards and other collectibles, laser pointers and other valuables are not permitted on the school grounds or on school property. If cell phones are brought to school they must be turned off and in the student backpack.

Students are not permitted to trade any personal items or participate in any activity that constitutes gambling.

## **LIBRARY RULES**

A) CHECK OUT-All books must be handled at the main desk by the librarian. Reference books and/or periodicals may be used in the library only



B) FINES Books not returned will be charged to the borrower.

C) RESPONSIBILITY -- Books returned damaged shall be charged to the borrower,

## **MEDICAL**

Please read this section carefully and call the school office if you have questions IMMUNIZATIONS: State law requires that immunization records be on file in the school office.

COMMUNICABLE/NUISANCE DISEASES: Parents are responsible to call the school office if a student becomes ill with a communicable disease.

ILL STUDENTS: The school is not equipped with the facilities to attend to nauseated students, vomiting students, or students with fever needing bed rest. Parent will be responsible for transporting students home as soon as they are reported ill. NOTE: School personnel are not permitted to remove ticks or splinters.

INJURED STUDENTS: In the event of an injury, the school will make every effort to notify parents as soon as possible. If neither parent can be contacted, other individuals listed on the emergency form will be contacted as deemed appropriate by school personnel. The parents or designated alternate on the emergency form will be responsible for transportation. If a student is seriously injured, school personnel will call the emergency squad if determined necessary.

EMERGENCY PROCEDURE FORMS: Parents are responsible for the completion of Emergency Procedure Forms and their return to the school office. Please supply an adequate number of alternate names in case parents cannot be contacted. If the parents cannot be contacted school officials will call those listed on the emergency form or the emergency squad if needed.

"THE BOARD OF EDUCATION POLICY REGARDING STUDENT MEDICATION MUST BE FOLLOWED: "The administration of a prescribed medication to the student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. Medication shall include all medicines prescribed by a physician and any patent drugs or remedies." If possible, all medication should be given at home. If this is not possible, no drug, either non-prescription or one prescribed by a physician, can be administered unless the following occur:

A: A written request on the appropriate form available in the school office must be completed and signed by the parent requesting that medication be administered. The form must be completed and signed by both the parent and physician before any prescription drugs can be administered.

B: The permit form and the medication shall be brought to the school office by the parent. All medications must be clearly marked and the prescription drugs must be received in the container in which the physician prescribing medication or a licensed pharmacist dispensed them.

C: The parent or guardian of the student must submit a revised statement signed by the physician who prescribed the drug if any of the information provided by the physician on the original form should change.



All medication shall be brought to the school **by the parent** and shall be picked up at the end of the year or the end of the period of medication, whichever is earlier. Any medication that is left at school for more than five days after the end of the period of medication shall be destroyed by the school nurse or building principal.

## **USE OF PICTURES**

A student's image, individually, or in a group picture, may be selected to appear on the School District's web site or in a school newsletter, or to local public media. The images may be a result of a student project or sport event that recently occurred. Photos will be identified by first name only and may be used to illustrate news items, programs or projects on school or District web pages. Any person(s) who opt out may do so with a written request to the building administrator.

In school and District displays, bulletin boards, slideshows and videos, newsletters and newspapers, yearbooks, brochures, miscellaneous projects, and others as determined by the District, as well as photos with six or more children, will be exempt from withholding permission.

## **Grading Scale (Grades 2-3)**

A	=	94 to 100	C	=	73 to 76
A-	=	90 to 93	C -	=	70 to 72
B+	=	87 to 89	D+	=	67 to 69
B	=	83 to 86	D	=	63 to 66
B-	=	80 to 82	D-	=	60 to 62
C+	=	77 to 79	F	=	59 or below

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed.

Serious offenses may also result in disciplinary action under the regular student disciplinary code as listed.

Students may only get off the bus at their assigned stop unless they have a note from the parents and prior approval from the principal. You **MUST** have prior permission to ride a different bus.

The following regulations pertain to school bus conduct and are intended to ensure the safety and

welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

- 1) Students are to go directly to their assigned seats and remain seated at all times keeping the aisle and exits clear.
- 2) Disruptive activities, the use of profanity, possession or use of tobacco, alcohol or drugs, lighting matches or lighters are prohibited. No aerosol cans (hair spray, deodorant, etc.) are permitted on the bus.
- 3) Transportation of firearms, animals, and dangerous weapons are prohibited.
- 4) Any misconduct that will distract the driver is prohibited.
- 5) No food, drink or chewing gum is permitted on the bus at any time.
- 6) Radios, CD players, electronic games, trading cards, etc. are not permitted on the bus.
- 7) Vandalism or otherwise damaging the bus and/or property of others will result in serious disciplinary action and require the student(s) responsible to pay for damages.
- 8) No part of the body or any object is to be extended out of the window at any time. Students must not throw or pass objects on, from, or into the bus. Pupils may carry on the bus only items that can be held in their laps.
- 9) Students are to arrive at their bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus. Behavior at the bus stop must not threaten life, limb or property. **LOADING:** A single line is to be used for loading. **UNLOADING:** Students are to remain seated until the bus has come to a stop.
- 10) Students exiting from the bus must be a minimum of 10 feet from the bus before it proceeds.
- 11) Students are not permitted to exit the bus and go to the mailbox until the bus has left the area.
- 12) Students crossing the road must wait for the driver's hand signal to cross.
- 13) Students may only get off at their designated stop unless they have a note from their parent/guardian and prior approval from the principal. Students must have written permission from the principal to ride a different bus.
- 14) Absolute quiet shall be observed at all railroad crossings.

### **Bus Rule Violations / Discipline Procedure**

**First Offense:** Written report filed by driver. Principal will hold a conference with the student and issue a verbal reprimand and/or take disciplinary action, depending on the offense. Parents will be notified.

**Second Offense:** Written report filed by the driver. Principal will hold a conference with the student. Students are subject to detention, ISD, BAASE. Parents will be notified.

**Third Offense:** Written report filed by driver. Students will be subject to 3-day bus suspension. Parents will be notified.

**Continued Misconduct / Repeated Offenses:** Multiple day bus suspensions (up to 10 days per infraction) and possible recommendation for denial of bus riding privileges and court referral may result.

**Severity Clause:** If in the judgment of the principal, the incident warrants more severe consequences, he/she may omit steps. Serious offenses may be referred to the Student Discipline Code for punishment.