

# East Muskingum Local Schools

District Website: <http://www.eastmschools.org>

## Parent Handbook 2018-2019



New Concord Elementary 826-4453

Perry Elementary 872-3436

Pike Elementary 439-1645

Bus Garage 826-2275

August 2018

Dear Parents and Guardians,

**Welcome to the Elementary Program at East Muskingum!** This handbook of information is sent to you with the best wishes from the staffs of New Concord Elementary, Perry Elementary, and Pike Elementary! The purpose of this handbook is to better acquaint you with the policies, organization and the many good educational experiences offered at our schools. You will find our teaching staffs willing to offer any assistance that they can provide in order to give your child the best education possible. Our children benefit when teachers and parents work together.

East Muskingum Schools is involved in the Ohio Improvement Process to strength the educational experience for all children in the school district. Together the district has established two goals that all educators will work with at their grade level to raise student achievement. These goals focus on instruction and building a positive climate in our schools. Our team will provide instruction that is engaging, relevant, and specific to student needs. We also will increase the engagement of students and families in order to enhance a culture that perpetuates positive relationships, attitudes, increased motivation and educational support by providing opportunities and positive experiences.

The EM elementary schools have developed a preschool through second grade program that focuses on Ohio's Learning Standards. A copy of these standards may be found on the Ohio Department of Education website, <https://education.ohio.gov/Topics/Ohios-Learning-Standards>.

Your child will begin his/her journey to a life filled with continuous learning at New Concord Elementary, Perry Elementary, and Pike Elementary. We will work to challenge all our students to learn, think, and to do their best.

Our successes are due in a large part to the great sense of cooperation we have had between home and school. We hope that you will become actively involved in your child's education. Please feel free to contact the school office your child will attend at any time concerning any questions you may have.

We invite you to learn more about our elementary schools by visiting the East Muskingum website at <http://www.east-muskingum.k12.oh.us/>

The New Concord Elementary Staff  
Mr. Chad Briggs, Principal

The Perry Elementary Staff  
Mrs. Leigh Ann Atkins, Principal

The Pike Elementary Staff  
Mrs. Anne Troendly, Principal

### **East Muskingum School's Vision**

It is the vision of East Muskingum Schools to create for tomorrow's students an educational legacy of continuous improvement which is reflective of the successes of the past, the practices of the present, and the promises of the future.

### **East Muskingum School's Mission Statement**

The mission of East Muskingum Schools, a learning community, is to educate, motivate, and graduate students to live successfully in a changing world.

### **Elementary Program's Vision Statement**

We are beginning the journey to create a safe and nurturing community of continuous learners who are successful readers, writers, and thinkers.

### **Elementary Program's Mission Statement**

Learn, think, and do your best!

### **East Muskingum School's Belief Statements**

1. Learning is a lifelong process, and students should begin school ready to learn. It is the school's responsibility to identify the strengths and weaknesses of each student and address them in an appropriate manner.
2. The school should provide a well-disciplined and safe environment where students learn to use their minds well, trust is developed, positive self-esteem is nurtured, leadership is encouraged, and the individuality of each student is respected.
3. Upon leaving school, students must take with them the knowledge, abilities, and skills to function in a changing world.
4. Teachers should be provided the time and resources for professional growth, and in concert with parents and the community, should be facilitators of learning.



## **General Information Section**

### **General Information**

1. Students are not permitted to leave the school grounds with anyone other than a parent or guardian unless a note from the parent or guardian is received. Parents desiring to pick up their child during the school day should first report to the school office rather than going directly to the classroom.
2. All doors are kept locked at all times. Please ring the doorbell to be admitted. Visitors must report to the office. Any student leaving during the school day will be dismissed from the office.
3. In case of withdrawal of a student from school, please notify the teacher and the school office in advance so that the school records may be handled properly.
4. If you have a phone installed, a phone number changed, change in place of employment, change your address within the school attendance area, or have changes regarding your child's "Emergency Medical Information," please notify the school office (see front cover).

### **Student Arrival and Dismissal Policy**

Students walking to school or riding with parents should plan to arrive between 8:55 and 9:00. Students who arrive late must report to the office. Students will be marked tardy after 9:15 at all buildings.

Students are dismissed to the busses beginning at 3:35 p.m. Children may be picked up at all buildings at 3:35, before the bus dismissal. Parents will not be permitted to wait for their child in the classroom hallways. Please wait by the office area or outside the building. With classrooms on both sides of the hallway there is not adequate room for both parents and students. We appreciate your cooperation.

Children will be dismissed from the office. Parents bringing lunch, lunch money and other forgotten items should bring items to the office. We will see that they get to your child.

**Parking is not permitted directly in front of the building at any time.** The lane must be open at all times for fire and other emergency vehicles. This includes all yellow marked curbs as they these are fire lanes/bus loading and unloading zones and tickets can be issued by local law enforcement. We discourage parents pulling around the busses as they load and unload in the morning and evening. Thank you for watching for the safety of our boys and girls.

### **Student Dress**

Personal appearance shall be clean. Dress or appearance constituting a threat to the student's health or safety or disrupting the education process will be prohibited. Children are encouraged to dress appropriately regarding the weather. Children will not be permitted to wear clothing with messages, which are disrespectful of the school, its philosophy, or others, or have references to alcohol or tobacco. **Children should not wear** spaghetti straps, tank tops, shirts with wrestling logo, platform shoes, tennis shoes with wheels are prohibited due to safety issues, midriff tops, drooping or sagging pants, and short shorts. Shoes are to be worn at all times. Tennis shoes are recommended for exercise and safety purposes especially during gym classes. Flip-flops or platform shoes are strongly discouraged. Students wearing flip-flops cannot play safely on the recess equipment; therefore, students wearing flip-flops will not be permitted to play on the equipment if they are wearing this type of shoe. Please remember this is for the safety of your child. Students need to be able to run freely during recess and physical education class. In questionable situations, the school must make the final decision.

### Cafeteria Policies & Procedure

Lunch: \$2.50  
 Reduced: \$ .40  
 Adult Lunch: \$2.80

Breakfast: \$ 1.25  
 Reduced: \$ .30

### Prepaying:

All students have access to our electronic cafeteria Point of Sale System in each of the elementary buildings. Parents can place money in their child's account at any time. When purchasing food, students punch in their individualized PIN number in place of handling money. When account balances get low a slip will be sent home to inform parents that additional money needs to be added to the account. The Point of Sale System also keeps a record of lunch/breakfast purchases so parents can monitor their child's eating habits. A copy of this record can be sent home with your child by contacting the school office.

### Charging:

If your child should forget or lose his/her money or lunch, he/she may charge a regular lunch. Payment is expected the next day. Charge slips are sent home daily, as charges occur to notify the parents of the charge and the amount. If not paid within specified time, a note will be sent home with the child then a call if necessary. Those who have charges will not be allowed to buy any extras until charges are paid.

**Extras:** -Extras are offered every day to the students. The choices are: MILK- .35, JUICE- .35, COOKIES - .50, CRACKERS - .50, ICE CREAM - .50, EXTRA ENTREE - \$1.75, and FRUIT/VEGETABLE - \$1.00. These items cannot be charged. If your child does not have a drink in his/her lunch, he/she may charge milk.

### School Breakfast

Breakfast is available in the cafeteria from 8:50 to 9:10 a.m. at a cost of \$ 1.25

### Parents Eating Lunch at School

Parents and family members are welcome to eat lunch with their children during the school year. Adult lunches are **\$2.80**. **Please contact the school office by 10:00 a.m. so that we can prepare enough food for everyone.** Thank you for calling ahead to order your lunch.

### Health Services

Parents whose children have special health problems should immediately discuss the matter with the child's teacher and principal. Only emergency first aid will be given at school when necessary. If you wish to make any changes on the Emergency Health Information, please contact the school office. Any child will be excluded from school if he/she becomes ill or a communicable disease is suspected. We will not send a child home unless someone is there to care for him/her.

### Vaccination and Immunization

State law requires that all students attending public school must have a series of Five (5) DPT or DTap (Diphtheria, Tetanus, and Pertussis); Four (4) Polio; Two (2) MMR (measles, mumps, and rubella); Three (3) Hepatitis B vaccines, and Two (2) Varicella (Chicken Pox) vaccine.

### Child Custody

Parents are to inform the school anytime the custody of a child changes (SB 140 requires this information). School officials need to see and copy Court Orders pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office. A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, stepparents have no rights to records, reports, or conferences unless these rights are granted to them by the custodial parent.

### **Lockers and Backpacks**

Some students in the buildings will be assigned a locker. Lockers are the property of the East Muskingum Local School District, and the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. We do not permit locks on the lockers. Students need to have regular sized backpacks. Backpacks are also subject to search.

### **Weather Delays/Closing**

In the event of severely inclement weather or mechanical breakdown, school may be closed or dismissed early. In these events, announcements will be made by 7:00 a.m. or as soon as possible over radio stations WHIZ, WCMJ, and WILE. In addition to the announcements on the radio and television the school district will be using an automated call system. You will receive a call stating important information related to weather and other important information during the school year. In cases of inclement weather **please make arrangements and make your child aware of them and some place he/she could go in the event early dismissals occur during the year and you are not at home.** If school is delayed, it is usually for two hours with a starting time of 11:00 a.m.

### **Cold Weather Policy**

The outdoor play and cold weather policy provides that all children are to go out to recess at the time provided as long as:

1. It is determined it is not too cold to go outside for any length of time. (25 degrees including wind chill)
2. It is not raining.
3. The ground is not covered with wet, sloppy snow.

Children are never out for more than 15-30 minutes at a time, and often this is shortened when the wind-chill factor makes it uncomfortable to stay outside. **Children will be expected to be dressed for the weather each day, as they will be expected to participate in the full activities of the school day, including outside activities.** A physician's note may be required for occasions when students are requested to be inside due to medical issues.

### **Administration of Medication**

The request for assistance must come from the parent and physician in writing on the forms provided by the school. The parent is responsible for securing the physician request. The medication shall be brought to the school office by the parent (students are not permitted to bring medication with them). The medication containers shall be appropriately labeled by the pharmacy/physician and should be of the **childproof** variety. New request forms must be submitted each year and as necessary for changes in the medication order.

### **District Policies**

All district policies are available upon request from the office. Please check with the building principal concerning these policies.

### **Policy 5215-Missing Children**

Within the first 90 minutes of the beginning of the school day (10:30 a.m.) each school should make a concerted effort to assist in identifying missing children using the following guidelines:

A parent must notify the school by the time specified (10:30 a.m.) on the day a student is to be absent unless previous notification has been given in accordance with school procedure for reporting absences. (R.C. 3313.205) If such notification is not received, the principal (or designee) should notify by telephone or in writing the student's parents, guardian, or legal

custodian of a child's absence. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information.

### Attendance/Absence

The educational program offered by East Muskingum Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the attendance session to which s/he has been assigned.

In accordance with statute the Superintendent shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for absence. The Board of Education reserves the right to verify such patterns and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness/accident (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence of incapacity of parent(s)/guardian(s)
- F. observation of celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. such good cause as may be acceptable to the Superintendent/Principal.

\*However, once a student has missed (42 hours) in a semester, these reasons will be considered unexcused without a physicians' note. Absences from school for reasons other than those listed above will be considered unexcused.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

<b>House Bill 410 Requirements</b>	
<b>Excessive Absences</b>	<b>Habitually Truant</b>
38 or more hours in one month	30 or more hours consecutively
65 or more hours in year	42 or more hours in one month
	72 or more hours in a year

**House Bill 410 states:** A student will be considered **habitually truant** if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student is otherwise habitually truant include but are not limited to

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. take appropriate legal action

**House Bill 410 states:** Whenever any student of compulsory school age has thirty-eight (38) consecutive hours in a single month or sixty-five (65) hours of unexcused absence from school during the school year, s/he will be considered to have **excessive absence** with or without a legitimate excuse. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicle, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.


The Superintendent is authorized to establish an education program for parents of truant students which designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty

**A student is considered tardy after 9:15 and all minutes of absence beyond that point are calculated towards hours missed of school as stated by House Bill 410. Students are encouraged to stay the entire day and not leave prior to the end of the school day.**

Promoting and fostering desired student attendance habits requires a commitment from administration, faculty, and parents. When a pattern of absenteeism develops and accumulates a letter of concern will be sent to the parents and/or a conference requested. If the absenteeism is not corrected, the child's name will be referred to the East Muskingum Attendance Officer. If the pattern continues, a letter will be sent home stating that the student is in danger of not meeting classroom requirements for passing the current grade level. If the parents feel that the student's pattern of cumulative absence is a function of unusual circumstances, the parents may appeal to the principal for an exception to the policy. When such a request is received, the principal will carefully examine all the facts of the request and render a decision. Students who are absent excessively during the year may be subject to administrative action. Such action could include a conference with parents, the teacher, the principal and the attendance officer to discuss possible grade retention.



# WHEN IS SICK TOO SICK FOR SCHOOL?




**Send me to school if...**

I have a runny nose or just a little cough, but no other symptoms.

I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.

I haven't thrown up or had any diarrhea for 24 hours.




**Keep me at home if...**

I have a temperature higher than 100 degrees even after taking medicine.

I'm throwing up or have diarrhea.

My eyes are pink and crusty.




**Call the doctor if...**

I have a temperature higher than 100 degrees for more than two days.

I've been throwing up or have diarrhea for more than two days.

I've had the sniffles for more than a week, and they aren't getting better.

I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Baltimore County Public Schools.

## Improving Your Attendance

**Personal illness:** Certainly if your child is ill, we want him/her to stay out of school for his/her own good as well as the good of other children. However, parents should make sure the child is truly ill rather than just "not feeling well" before permitting him/her to stay home.

**Doctor and Dental Appointments:** Such appointments are for the purpose of maintaining good health and will be considered necessary. Parents are encouraged to schedule appointments before and after school whenever possible. The school should be informed of appointments.

**Vacations:** Vacations and extended trips may be valuable educational experiences. However, absences for vacations and trips are discouraged during the school year. When trips are unavoidable, the parents should contact the school to make arrangements for assignments before the absence.

## Internet Permission

### **Student Technology Acceptable Use and Safety Agreement-Policy 7540.03 F1**

To access and use District Technology Resources (see definition below in Bylaw 0100), including a school-assigned email account and/or the internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find

inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

#### **Parent/Guardian**

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

#### **Please complete the following information:**

Student User's Full Name (Please Print): \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Parental acknowledgement is granted on the Parental Responsibility form located on the front cover of the handbook.

#### **Student**

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_

Student acknowledgement is granted on the Student Responsibility form located on the front cover of the handbook.

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate to the Student Code of Conduct.**

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East Muskingum Schools have joined with other schools across America in providing Internet access for our students and staff.

Access to the Internet will enable students to be in touch with thousands of libraries, databases, and bulletin boards and to exchange messages with Internet users throughout the world. Our intent is to make Internet access available to further educational goals and objectives. However, students may find ways to access other materials as well, and families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

In order to minimize student access to inappropriate materials, **East Muskingum Schools and our Internet Service Provider has installed Internet blocking software to block inappropriate sites that students may try to access.** This blocking software blocks Internet addresses as well as key words in a search. While any blocking software will not block 100% of the inappropriate sites that students may access on the Internet, we feel confident that the software will block a large percentage of the sites. Every day new sites are loaded on the Internet, the software company monitors new sites and will apply the blocking to that site if they deem the site inappropriate.

While we believe that the benefits to students gained from Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages, East Muskingum supports and respects each family's right to decide whether or not to apply for access. Parents are welcomed to visit their child's classroom to view how the blocking software works. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

#### **Photo Permission**

A parent or legal guardian may deny your child's picture from being posted on the internet. A parent or legal guardian will need to sign a form in the school office stating they **do not grant permission**. These forms are available in each school office. Parents, guardians, visitors, and students are prohibited from publishing and/or posting any pictures captured at school or during school events on social media.

#### **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **8330-Directory Information**

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information".

The board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school directories and/or yearbook.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible student may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the board within three (3) days after receipt of the superintendent's annual public notice.

In accordance with Federal and State law, the board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who request such information.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents of specifically stated by court order. If the student is under the guardianship of an institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The board may disclose "directory information" on former student without student or parental consent.

The board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **9150 - SCHOOL VISITORS**

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements in advance through the school office of each school to be

visited.

- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the local law enforcement agency.
- C. No visitor may see a student in school unless it is with the specific approval of principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.
- E. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
- F. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation [Form 9160A F1](#), in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see AG [9160A](#)).

Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

## Safety Section

### Summary of Disciplinary Policy

The disciplinary policy of the elementary school is designed to reward positive student behavior and achievements and to correct inappropriate behavior in both a consistent and fair manner. Parental involvement with the school is both encouraged and appreciated.

### Discipline Color System

Each classroom has a color system with colors on it, and this follows the students throughout the day to art, music, gym, library, and other classrooms. Each child begins the day on green. If there is a behavior issue, the child's clip or device the teacher uses moves to the next color which is a warning to the child that his/her behavior is not what is expected. If the child moves to the next color for another issue, the child will receive a consequence for his/her actions. If the child moves to the final color, he/she will be sent to the principal's office, and the parent will be contacted. The use of this discipline program provides consistency throughout the building and is a great monitoring tool for staff and parents.

### Student Behavior Expectations

**Student behavior expectations have been developed around the three respect rules: respect yourself, respect others, and respect the environment in all areas of the school community. The expectations listed below are created from a core list of:**

#### **Learning and Safety Behavior Expectations**

1. Be polite, kind, share, and take turns.
2. Do your best!
3. Respect others' feelings and property.
4. Use your words. Tell them you don't like it.
5. Follow directions of all school personnel.
6. Come to class prepared. Bring needed supplies and completed assignments.

### Fire, Tornado, and Safety Drills

The Ohio Revised Code requires that each school instruct and train children in procedures to be used in case of emergency. Fire, tornado, and safety drills are held as required.

### **Harassment, Bullying, and Zero Tolerance**

Offensive conduct that interferes or disrupts learning and the educational process, while involved with school functions, will not be tolerated. Students caught intimidating, discriminating, or being offensive will be subject to discipline in accordance with the school district.

The district has adopted a zero tolerance policy while involved in school functions. This will result in students being expelled who possess weapons, engage in repeated fighting or acts of violence, or are found in possession of drugs, alcohol or tobacco. The final determination will be made by school officials and may be subject to discipline with law enforcement.

### **Prohibited Articles**

Problems may arise when students bring articles to school that are hazards to the safety of others (antique guns, swords, penknives, ammunition, pets - especially snakes, spiders, etc.). Such items should not be brought to school. Possession of dangerous weapons, i.e. knives, clubs, cutting/hitting devices, may result in suspension or expulsion from school. Also, no balls should be brought to school. Balls can roll under the busses or into the street, etc. No electronic devices should be brought to school. iPods, iPads, Kindles, Notebooks may be used for learning purposes only. CD players, DS and PSP players, gaming devices, tape players, pocket hand-held games, trading cards, cell phones, smart phones or any other items of value must be kept in the "Off" position in their books bag during school hours unless directed for use by the educator. **Loss or damage to items remains the responsibility of the parent and the building will not be responsible.**

### **School Bus**

The school bus driver is responsible for the children on the bus, and children in turn are responsible to the bus driver. Good conduct is essential for the safety of each child. Parents are requested to send a note to school whenever they might desire their child to ride a different bus home, to the baby-sitter's, or a friend's home. But, it should be noted that many busses cannot accommodate additional students as some routes are full, so not all requests may be honored. Please try to keep these requests to a minimum. It also is helpful to your child to have a routine for dismissal. **If a child does not have a note, he will ride his regular bus home.**

### **School Bus Expectations**

Please review the following bus behavior expectations with your child:

#### **Be Cool, Follow the Rules! For a safe ride to school.**

1. Follow the directions of the Bus Driver.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Stay in your seat and out of the aisle.
5. Keep arms, hands, head, and belongings inside the bus.
6. No fighting, pushing, or shoving.
7. No tobacco products or weapons of any kind are allowed on the bus.
8. No spitting or throwing of any objects.
9. Respect school property and the property of others.
10. Do not bring glass objects, live animals, or anything that cannot be securely held on student's lap.

We ask that all passengers abide by these rules so that all may enjoy a safe and friendly ride to and from school each day.



**Children Staying After School**

Children are not permitted to stay after school except in the case of sport activities, scouts, or other group supervised activities. **All children are required to have a permission slip on file in the office for these activities. A child without a note will result in the child being sent home as usual. Only those participating in the arranged activity will be permitted to stay after school.**

**Academic Section****Reporting Student Progress**

Pupil progress is reported by a formal report card four times throughout the school year in grades kindergarten through second. It is requested that cards be reviewed with the students at home, and the envelope the report came in returned promptly. You may keep the paper copy of the report card. It is important to note the teacher's remark and comments in addition to the grades. These marks are important and may indicate those skills and interests that need improvements. Parents should consult with the teacher at once about any low marking grade (Needs Improvement) on the card. Grading periods and the dates report cards will be sent home are below.

<b><u>Grading Period</u></b>	<b><u>Period Begins</u></b>	<b><u>Period Ends</u></b>	<b><u>Report Cards</u></b>
<b>1</b>	<b>August 22</b>	<b>October 26</b>	<b>November 2</b>
<b>2</b>	<b>October 29</b>	<b>January 18</b>	<b>January 25</b>
<b>3</b>	<b>January 22</b>	<b>March 21</b>	<b>March 29</b>
<b>4</b>	<b>March 25</b>	<b>May 29</b>	<b>May 29</b>

**Interim Reports**

Interim Reports will be sent home on September 28, December 7, February 22, and April 26.

**Parent-Teacher Conferences**

Parent-teacher conferences will be November 7<sup>th</sup> (4:00 p.m. to 8:00 p.m.) and 13<sup>th</sup> (1:00 p.m. to 8:00 p.m.) and for all elementary buildings. Additional spring conferences are scheduled for April 2<sup>nd</sup> (4:00 p.m. to 7:00p.m.). Students will not be in session November 12<sup>th</sup> in observance of Veterans' Day.

Conferences are scheduled for the purpose of allowing the parent and teacher to speak directly about the progress of the student. Appointment notices are sent home two weeks prior to the conference date. We encourage parents to contact their child's teacher in advance if a certain appointment time is best for them.

Teachers are encouraged to request conferences on an "as needed" basis, and parents are welcome to come to school to talk with teachers at other times during the school year if a conference is desired. If parents wish to have a conference please:

1. Call the office and request the teacher to return the call. (It would be helpful to relate the intent of the call so when the teacher returns the call he/she will have grade book, schedule, student folder, etc. in hand when returning the call.) or
2. Send a note to the teacher requesting a conference. Impromptu conferences during the day are not permitted, as classroom instructions must not be interrupted. It is imperative that both parties remain calm and treat each other with respect; otherwise, the **conference will be terminated.**

**Homework**

Homework is an important part of your child's education. It gives additional practice in skill subjects and offers a chance to study further the subjects of interest. It also helps students to work and study independently. The kind and amount of homework assigned will vary with ability level, subject, and

grade level. Homework comes in all forms. Your child may be asked to read, write, create projects, or listen to the radio or television.

You can do much to help your child profit from this homework. You should provide comfortable, well-lighted place to work and study, with as little noise as possible. You can help by talking with your child about his/her work, showing interest in the activity, and insisting that the work is completed at a given time each day. Time spent on these assignments helps your child's progress in school and may lead to lifetime interests, hobbies, and skills.

### **Textbooks, Workbooks, School Furnishings, and Supply Fees**

A normal amount of wear is to be expected each year, but when an item is damaged by carelessness or is lost, the cost of that item shall be paid by the parent to the Board of Education. All school property, likewise, shall receive proper care and respect.

There is a school supply fee for each child enrolled in East Muskingum Local Schools. This fee pays for reading and math materials, art supplies, writing paper, etc. for the school year. The fee for grades K-8 is \$20.00. Students who receive free lunches may fill out a voucher which will exempt them from paying school fees. Ohio law requires that any family eligible for or currently on ADC is not required to pay these fees. Please contact the office if you are receiving ADC assistance to complete the required paperwork.

It is appreciated if this fee is paid during the first two months of school. If you are unable to pay the fee during this time frame, please notify the school office so other arrangements may be made. If the school fee is not paid by the end of the school year, the child's report card will be held at the school until the fee is received.

### **Intervention Assistance Team (IAT)**

The Intervention Assistance Team meets on an as needed basis to give classroom teachers assistance in working with students having special learning and/or behavior problems. All students being considered for testing and/or consultation with the School Psychologist must first be reviewed and then referred through the Intervention Assistance Team. Parents will be advised of these meetings and invited to attend.

### **Educational Testing**

During the school year, required state diagnostic tests are given to the children to determine their abilities, progress, weaknesses, strengths, and points where more teaching and learning efforts are necessary. All individual test results are considered confidential and are not made public. The interpretation of the test results or how the parents may help the students can be discussed in a conference with the teacher and/or principal. Your child will take the Ohio Achievement tests in third through eighth grades. Second graders will take the Terra Nova Achievement Test. Intervention will be offered throughout the school year to any student who is not reading on grade level and needs additional support with the performance standards.

### **Promotion, Placement, Retention**

Students who do not pass Ohio Academic Standards are at risk of being promoted to the next grade level. A conference will be requested with teachers, parents, and administration to discuss promotion. Pupils may be assigned to the next grade level, placed in the next grade level or retained. Student age, maturation, academic achievement, social development, development in relation to his/her own needs and abilities and excessive absence will be discussed and considered for the final decision. All retentions and accelerations shall be approved by the building principal and superintendent.

### **Pupil Personnel Services**

Our school has specialized personnel who either work in the building part-time or are on call whenever they are needed. They are as follows:

**Ms. Hannah Prokop**, a county psychologist is responsible for all psychological testing. In addition, she is available for conferring with teachers, parents, and classroom observation.

**Mrs. Jamie Ritchey**, district speech therapist, offers speech therapy classes in all buildings in the district throughout the year. Approximately sixty students participate in speech therapy classes based on the goal and objectives set for each of the students with an Individualized Educational Plan.

Title I reading teachers provide additional reading assistance to students in grades K-2. All students are assessed at the beginning of the school year to determine if intervention is needed. Students demonstrating the greatest need are then offered services on a daily basis. A parent meeting is held at the beginning of the school year and parents who are not able to attend can request an additional time to meet. All classroom and Title I reading teachers are highly qualified and their credentials are available upon request. Our Title I teachers are:

New Concord Elementary	<b>Mrs. Judy Hanson and Mrs. Brenda Wright</b>
Perry Elementary	<b>Mrs. Leigh Ann Atkins and Mrs. Annette Calendine</b>
Pike Elementary	<b>Ms. Melissa Gabriel</b>

Special education teachers provide inclusion services in the regular classrooms as well as instruction in the resource room for students with Individualized Educational Plans. Parents are an important part of the child's educational team and help to write yearly goals and objectives for the school year. Our elementary students are served by the following Intervention Specialist:

New Concord Elementary	<b>Mrs. Ali Lawrence</b>
Perry Elementary	<b>Mrs. Annette Calendine</b>
Pike Elementary	<b>Mrs. Beth Jarvis</b>

### **Other Information**

#### **Joint Responsibility of the School and Home**

The education of your child is a joint responsibility of the school and home. Children who come to school regularly and on time, in good health, with sufficient hours of sleep, and dressed for the weather are ready for the educational activities of the school day. .

#### **Writing Checks**

School fees and lunch costs may be paid by check made out to your child's school. However, all classroom book orders costs must be made out to the company or paid with cash and **all field trips should be paid for in cash.** The office cannot process or cash checks other than for fees or lunches.

#### **School Pictures**

Individual and group pictures will be taken during the school year. Complete information will be sent to all parents in advance regarding the day when the pictures will be taken. Pictures will be taken:

New Concord Elementary	Individual Pictures on September 28	Group Pictures on March 13
Perry Elementary	Individual Pictures on September 28	Group Pictures on March 15
Pike Elementary	Individual Pictures on September 28	Group Pictures on March 15



**School Insurance**

Parents may purchase school insurance as an aid in helping reduce medical expenses that may occur during any regular school day or school-sponsored activity. The school is in no way liable for medical expenses incurred from accidental injury. Student insurance may be purchased by mailing the form received by your child directly to the insurance company. **DO NOT SEND IT TO SCHOOL.**

**Open Enrollment/Intra-District Enrollment**

The Board of Education believes that whenever possible, students should be permitted to attend the school of their choice. Therefore, students shall be allowed to attend any school of their choice on a first-come, first-served basis depending upon the number of eligible openings, class size, building enrollment, etc. For an application or more information, please contact your local school or the District Office at 826-7655.

**Private Sales**

There are to be no items sold by students to other students or school personnel. This includes any fundraiser not sponsored by a school organization. For those fund raisers sponsored by a school organization, no sales are to occur at school during school hours.

**Invitations/Birthday Celebrations**

Students are not permitted to pass out invitations to parties while at school unless the entire class is invited. We do not want any hurt feelings. Thank you for understanding. If you would like to treat the class on your child's birthday, please send a note to your child's teacher.

**Boxtops for Education**

All three elementary schools save General Mills Boxtops for Education. Each boxtop is worth 10 cents for the school. You may send these to school with your student. A parent volunteer is needed to help coordinate this program.

**Parent Teacher Organization/Home and School**

Each school has a well-established Parent-Teacher Organization/Home and School that works to raise funds to help student's educational programs. All parents are encouraged to help these organizations throughout the school year. Individual information will be coming home from each group. Listed below are officers for each group. Please contact them to find out how you can help your child's school.



**NEW CONCORD ELEMENTARY SCHOOL STAFF (Phone 826-4453)****Principal ----- Mr. Chad Briggs****Kindergarten ----- Mrs. Kourtney Allred  
Mrs. Cindy Ellsworth  
Mrs. Nicole McPeck  
Mrs. Ashley Morgan****First Grade ----- Mrs. Stephanie Babcock  
Mrs. Misty Stratton  
Mrs. Julie Wisenbarger  
Miss Candace Winegar****Second Grade ----- Mrs. Kristen Bennett  
Mrs. Olivia Dolan  
Mrs. Terri Moore  
Mrs. Shellie Pollock****Intervention Specialist ----- Mrs. Ali Lawrence****Art ----- Mrs. Katheryn Werner****Music ----- Ms. Kathy Baird****Physical Education ----- Mr. Kevin Fondale****Title 1 Reading ----- Mrs. Judy Hanson  
Mrs. Brenda Wright****Speech and Hearing Therapist ----- Mrs. Jamie Ritchey****Preschool ----- Mrs. Amy Baumann, \_\_\_\_\_  
Ms. Barb Rose, \_\_\_\_\_****Custodian ----- Mr. Jeff Cutlip  
Mr. Kyle Richards****Cook ----- Mrs. Pam Hill  
Mrs. Marcia Parrish  
Mrs. Dee Tracey****Secretary ----- Mrs. Elaine Blood****Librarian & Aide ----- Mrs. Sandy Babcock****Paraprofessional ----- Mrs. Sandy Machusko  
Miss Clorissa Potts  
Mrs. Tricia Cole  
Mrs. Loretta Love  
Mrs. Traci Mallett**

**PERRY ELEMENTARY SCHOOL STAFF****(Phone 872-3436)**

**Principal ----- Mrs. Leigh Ann Atkins**

**Kindergarten ----- Mrs. Kelli Buchanan  
Mrs. Abbey Hanna**

**First Grade ----- Mrs. Heather Thompson  
Mrs. Wendy Matheny**

**Second Grade ----- Mrs. Tammy Highman  
Mrs. Shanee Rice**

**Intervention Specialist ----- Mrs. Annette Calendine**

**Art ----- Mrs. Katheryn Werner**

**Music ----- Ms. Kathy Baird**

**Physical Education ----- Mr. Kevin Fondale**

**Title 1 Reading ----- Mrs. Leigh Ann Atkins  
Mrs. Annette Calendine**

**Speech and Hearing Therapist ----- Mrs. Jamie Ritchey**

**Preschool ----- Mrs. Amy Bennett  
Ms. Lana Neale**

**Multiple Handicap ----- Mrs. Tasha Abood  
Ms. Jessica Hardesty  
Ms. Teresa Moyer  
Mrs. Nora Holtschlaw  
Ms. Taylor Miller**

**Custodian ----- Mr. Curt Cincinat**

**Cook ----- Ms. Linda Wagner**

**Secretary ----- Mrs. Peggy McKirahan**

**Librarian & Aide ----- Ms. Leigh Lemon**

**Paraprofessional ----- Mrs. Stacey Burke**

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**Mrs. Lindsay Roe**

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**PIKE ELEMENTARY SCHOOL STAFF****(Phone 439-1645)**

**Principal ----- Mrs. Anne Troendly**

**Kindergarten ----- Mrs. Melissa Lappert  
Mrs. Wendy Woodard**

**First Grade ----- Mrs. April Arnett  
Mrs. Kelly Johnson**

**First/Second Grade -----Mrs. Melanie Campbell**

**Second Grade ----- Miss Somer Smith**

**Intervention Specialist ----- Mrs. Beth Jarvis**

**Art ----- Mrs. Katheryn Werner**

**Music -----Ms. Kathy Baird**

**Physical Education -----Mr. Kevin Fondale**

**Title 1 Reading -----Ms. Melissa Gabriel**

**Speech and Hearing Therapist ----- Mrs. Jamie Ritchey**

**Preschool ----- Mrs. Charlotte Staker  
Mrs. Heather Jones**

**Custodian ----- Mr. Dean Schell**

**Cook ----- Mrs. Marcy McManaway**

**Secretary ----- Mrs. Stephanie Robinson**

**Librarian & Aide ----- Mrs. Susan Tharp**

**Paraprofessional ----- ??????????????????  
Mrs. Jordan Davis**

**New Concord Elementary School  
Perry Elementary School  
Pike Elementary School**

**Parent Handbook  
August 2018**

**I have read and discussed the student handbook with my child.**

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**Student's Name**

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**Parent/Guardian's Signature**

**Please sign and return by:  
September 7, 2018**

**New Concord Elementary School  
Perry Elementary School  
Pike Elementary School**

**Parent Handbook  
August 2018**

**I have read and discussed the student handbook with my child.**

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**Student's Name**

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**Parent/Guardian's Signature**

**Please sign and return by:  
September 7, 2018**