

Parent/Student Handbook

Leipsic Elementary School



Grades: K - 5

2017-2018

MISSION STATEMENT

The mission of the Leipsic Local Schools is to create a partnership where school, family and community work together to ensure that all students achieve to their highest potential. Our staff is committed to developing knowledgeable, independent lifelong learners and productive citizens through the use of innovative instructional practices within a safe and caring environment.

Vision Statement

Our teachers are facilitators of learning that maximize individual student potential.

Our teachers use best educational practices to ensure that students will have skills to meet the challenges of the world in which they live.

Our school is a safe and welcoming place that invites involvement in the learning process for students, staff, family, and community.

Our teachers find a variety of ways to instruct all learners...Those needing intervention all the way to those who achieve at high levels.

Our school is a place where students take responsibility and have pride in what they accomplish each and every day.

Our school is a positive environment for learning and growth.

Our staff collaborates with the ultimate goal of increasing student achievement.

Values

Creating lifelong learners who become productive citizens

Committing to high expectations and accountability that results in an academic year's growth for all students

Celebrating our successes

Promoting excellence in the arts, athletics, academics and life skills

Working together through staff collaboration that focuses on "what is it we want our students to learn", "how will we know when they have learned it", "what will we do if our students do not learn it" and "what will we do if our students do learn it"

Creating professional relationships with each other, students, families, and the community

Maintaining a safe, secure and inviting environment for our diverse learning community

Encourage students to achieve to their potential

Fostering the students' love of learning

Being flexible and responsive to the varying needs of all students, staff and families

Being a good role model

Dear Parents:

The elementary staff and I are excited about starting another school year. We want this year to be a positive experience for you and your child. Working together as a team, parents, teachers and staff can best ensure your child will receive an education needed to thrive in the 21st century. This student handbook was developed to answer many of the commonly asked questions that you and your child may have during the school year. Please take the time to become familiar with the important information contained in this handbook. If you have any questions about this information, stop in the office or call (419) 943-2165.

Sincerely,

Darren Henry

Elementary Principal

ELEMENTARY STAFF

Superintendent	Mr. Greg Williamson
Elementary Principal	Mr. Darren Henry
Elementary Secretary	Mrs. Regina Camareno
Student Success Coordinator	Mrs. Megan Tobe
Elementary Band, Music	Mr. Andy Stein
Elementary Music	Ms. Ashley Klein
Elementary Physical Education	Mrs. Abbie Like
Elementary Art	Mrs. Chris Christman
Kindergarten	Mrs. Jaime Bryan Mrs. Karen Gillespie Mrs. Laura Rigel
First Grade	Mrs. Jacie Eding Mr. Michael Spangler Ms. Emily Frick
Second Grade	Mrs. Janice Kaufman Mrs. Amy Thomas Ms. Abigail Trigg
Third Grade	Mrs. Andrea Newell Mrs. Chelsea Recker
Fourth Grade	Mrs. Traci Richard Mrs. Kati Brandeberry
Fifth Grade	Mr. Nate Reynolds Mrs. Kris Bardall
Intervention Specialists	Mrs. Sarah Karr Mrs. Lori Ann Hemenway Mrs. Andrea Maidlow
Title 1 Reading Teacher HOSTS Program Aide	Miss Judy Dukes Mrs. Patty Douglas
ESL Instructor ESL aide	Mrs. Andrea Wagner Mrs. Dolores Garcia
Speech Therapist	Mrs. Westenbarger
School Psychologist	Mr. Dan VonderEmbse

REPORTING PROCEDURES

Report cards are distributed each nine weeks. A midterm report will be sent to each student's parents or guardian, by way of the student, in the middle of each grading period. Parents can monitor their child/children's grades by going to the school's website. Go to Parents/Students and click on Progressbook. If you have forgotten your child/children's username and password, contact the school. If you have any questions regarding grades or other matters pertaining to school, please call your child's teacher.

ELEMENTARY GRADING

A+	100		
A	97-99	S+	Outstanding
A-	94- 96	S	Satisfactory
B+	91- 93	S-	Needs Improvement
B	87- 90	U	Unsatisfactory
B-	84- 86		
C+	81- 83		
C	77- 80		
C-	74- 76		
D+	71- 73		
D	67- 70		
D-	64- 66		

GENERAL SCHOOL DAY INFORMATION

SCHOOL DAY

The morning session begins at 8:05 a.m.

Elementary school children are dismissed at 3:05 p.m.

Requests for messages to be delivered to children should be made by 2:15 p.m.

ELEMENTARY DELAY SCHEDULE

TWO-HOUR DELAY

Grades K-5 start two hours late. (School Day: 10:05 – 3:05)

THREE-HOUR DELAY

Grades K-5 start three hours late. (School Day: 11:05 – 4:05)

SCHOOL CLOSING

On days when school may be closed or delayed because of bad weather, notice will be given on television Channels 24, 11, 13, and 35. Clear Channel Radio stations WIMA 1150, T102.1, 103.1, WILD 93.9, MIX 107.5 and WFIN 100.5 will also carry these announcements. We hope to keep our website updated with this information and through the School Messenger system you should receive a telephone call or email at your home when we delay or close. Make sure to keep your School Messenger contact numbers current. School Messenger is the official source for school delays and cancellations. If you need to sign up for the School Messenger system call the school at 419-943-2165.

Enrolling in School

Students are expected to enroll in the district in which they live unless enrolling under the district's open enrollment policy. Students that are new to Leipsic Local School are required to enroll with their parents or legal guardian. When enrolling, the parents or guardian will need to bring:

- birth certificate or similar document
- court paper allocating parental rights or responsibilities, or custody (if applicable)
- proof of residency
- proof of immunizations
- social security number

LEAVING SCHOOL GROUNDS

Students being picked up by a parent will be dismissed out the main doors facing Oak Street. We strongly encourage you to have your child ride the bus if they are eligible.

Students riding a bus will be picked up and dropped off on the west side of the school.

Children may not leave the school grounds after they arrive in the morning. Neither are they allowed to play on the sidewalk in front after arriving. They should go directly to the auditoria if before 8:00 or to their classrooms after 8:00.

BICYCLES

Bicycles are to be placed in the bicycle rack located on the southwest corner of the school.

ANNOUNCEMENTS

Public service announcements for Boy Scouts, Girl Scouts, Brownies, 4-H etc. will be given only in the morning. Announcements made late in the day cause confusion among little children and they have difficulty making arrangements to let parents know where they will be, or there are questions about how they will get home. We would appreciate having a day's notice prior to making an announcement.

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, student possession of cellular telephones, including camera phones, or electronic communication devices (ECDs) (e.g., laser pointers and attachments, paging devices/beepers and other devices designed to receive and send an electronic signal) is prohibited beyond the elementary office. These devices must be checked in at the office first thing in the morning and picked up at the conclusion of the day.

The Board is not responsible for preventing theft, loss, damage or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the only way to get in touch with your child during the school day is by calling the school office.

A student who does not check the phone in at the office will have the phone taken away and turned in to the office. A parent or guardian will have to pick up the phone and the student will no longer be able to bring a phone to school. If caught with a phone a second time; the phone will again be turned over to the office and a Friday detention will be assigned.

FIELD TRIPS

Field Trips are academic activities that are held off school grounds. The student code of conduct applies to all field trips. Students who violate school rules or have unfinished assignments may lose the privilege to go on field trips.

PLAYGROUND RULES and OUTDOOR PLAY:

As the weather becomes cooler it is suggested that children dress appropriately. Children should be properly clothed for outside play. Children are sent outside for recess when the wind chill is 20 degrees Fahrenheit or above and playground conditions permit safe play. We understand that children returning after illness may need to occasionally stay in. For these rare instances, these students may stay in the classroom if the teacher is available or stay in the office if the teacher is not available. If you want your child to stay inside for recess, you will need to send in a note requesting that they stay inside.

GENERAL RULES

1. Play safely on equipment.
2. Stay in the play area. Ask permission to go inside.
3. Act respectful to both staff and students.
4. Line up quietly when the bell rings.

Respectfulness

1. No bad language or gestures.
2. No fighting.
3. No throwing or kicking of snow, ice, or mulch.
4. No stepping or jumping into water puddles.
5. No defacing of property.
6. Obey playground supervisors.
7. No pulling on other student's clothing

Line Up Quietly When the Bell Rings

1. Line up immediately.
2. No bouncing of balls when in line.
3. Face the front in straight lines.

Consequences of Breaking the Rules

1. Assigned to Time Out Area. (Time is at the discretion of the supervisor.)
2. Assigned to walking the perimeter of the playground.
3. If fighting or constantly breaking the rules, the student is to report to the elementary office for a conference with the principal.
4. Loss of playground privileges will be enacted to chronic offenders.

SEARCH and SEIZURE:

Student lockers, desks, cabinets, and similar property are the property of the Leipsic Local School Board of Education and are provided to students as a convenience for their use. Lockers and other such property are subject to random search at any time without the regard to whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or school rule (RC 3313.20).

Students are not permitted to change lockers on their own accord. Money or other expensive items should not be left in lockers. Unauthorized entry into another student's locker is grounds for disciplinary action. The school accepts no responsibility or liability for items lost or stolen from lockers or other areas.

STUDENT ATTENDANCE at SCHOOL EVENTS:

The School encourages students to attend as many school events as possible, without interfering with their schoolwork and home activities. However, in order to ensure that students attending evening events are safe, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Each student is expected to watch the game they are attending.

SURVEILLANCE CAMERA:

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds, including the busses. Actions recorded on these cameras may be used as evidence in disciplinary action and can be viewed by the administration, other designated school personnel or the police only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

BIRTHDAY PARTIES

Teachers request that birthday parties be limited to pass out treats only, and this should be held during the last 15 minutes of the day. Please make arrangements with your child's teacher about observing a birthday. Children are requested to stop in the principal's office on their birthdays to receive a birthday remembrance. Not every trip to the principal's office should be made in fear. For parents who plan birthday parties for their children and do not intend to invite the entire class to their home, please put the invitations in the mail instead of passing them out in school. This will help to prevent hurting other children's feelings and possible rejection from others. Thanks for your help in this situation.

LIBRARY

Books are loaned to children for as long as they need them. Overdue fines will be collected periodically and children who lose or damage books will be fined accordingly.

TORNADO AND FIRE DRILLS

Leipsic Elementary School instructs its children in the proper safety procedures to be used in case of a tornado, fire or school lockdown. We take all possible precautions to insure the safety of your child.

REPORTING CHILD ABUSE AND NEGLECT

As an agency of the State of Ohio, the elementary school and board of education must be concerned with the physical and mental well-being of children and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with Section 2151.421 of the Ohio Revised Codes of Law.

***School truancy can be reported as child neglect.**

FEDERAL LUNCH PROGRAM (breakfast and lunch)

A free and reduced cost lunch is available to those who qualify. Application must be made through the office of the elementary principal.

CAFETERIA

The Vikings are well fed by our cafeteria staff. Leipsic School offers breakfast each morning from 7:50-8:00 at a cost of \$1.25. Students who qualify for a reduced lunch can purchase a breakfast for \$.30. Students must purchase lunch in the cafeteria for \$2.15(\$.40 for a reduced lunch) or bring a bagged lunch from home (pop is not allowed). Students are not permitted to order lunch out. The cafeteria has a computerized card system. Students can put money on their card any day of the week. A computerized printout of payments and spending can be received by calling the cafeteria manager, at (419) 943-2165 ext. 4010 between 8:30 and 9:00.

WITHDRAWALS

Parents must notify the Principal about plans to transfer their child to another school. Student records will be sent once the new school contacts us with a request.

VISITORS TO THE BUILDING

Visitors are always welcome at Leipsic Elementary School. All visitors are required to check in at the elementary office as part of our safe school plan. We ask that parents do not make room visitations throughout the school day without contacting the elementary office.

Students wanting students from other schools to visit their classes should get prior approval from the principal. These visits are limited to one day.

It is the intent of the school to cooperate with all legal agencies that wish to visit our building.

HOME-SCHOOL BULLETINS

The monthly Home-School Bulletin with lunch menus, dates of school events and announcements can be found on the school website. ([llsdk12.org](http://lsdk12.org)) Please read the Home-School Bulletin to keep updated.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, toys, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

CARE OF PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair

LOST AND FOUND

Leipscic Elementary has a lost and found area. If an article is missing, please feel free to check in or call the office. Valuables such as watches, glasses or jewelry and money are in the possession of the elementary secretary until they are claimed.

HAIR SPRAY/PERFUME/GLITTER SPRAY

Students in the elementary need not bring personal grooming products to school. These items spread throughout the restrooms and classrooms when used and cause irritation to other students.

EQUAL EDUCATIONAL OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that he/she 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 one of the School Compliance Officers:

Mr. Brian Bennet-MS/HS Principal

419-943-2165 ext. 4081

Mr. Darren Henry-Elementary Principal

419-943-2165 ext. 4061

Complaints will be investigated in accordance with the procedures described in the Board of Education Policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

STUDENT ASSISTANCE FUND

A Leipscic Local School Student Assistance Fund was created in 1992 to help provide needed student financial assistance. Students and parents who find themselves in a financial hardship that may exclude a student from a school activity can apply for this funding by contacting the grade level principal.

STUDENTS FEES, FINES AND CHARGES

Any fee or charge due to the elementary school and not paid at the end of the school year will be carried forward to the next succeeding year and/or small claims court. If you are having a problem in prompt payment of your fees, call the elementary office to set up a payment plan so your obligations can be met.

TEXTBOOKS are furnished by the Board of Education for the student's use. The students are permitted to use these textbooks free of charge provided the books are in the same condition (less ordinary wear) at the end of the school year as they were issued. Each student will be held strictly responsible for any damage or undue wear inflicted upon the book while in his/her possession. As soon as the book is charged out to an individual, it becomes their property and they are responsible for it as if they were the owner. **THE BOARD OF EDUCATION CANNOT BE RESPONSIBLE FOR BOOKS LOST OR STOLEN.**

Books are distributed by the course teacher at the opening of school. Each student should place his/her name on the book label immediately when it is assigned. Textbooks getting daily use are to be covered. Charges for damages or the misuse of textbooks will be assessed to the student responsible. All books are to be turned in to the course teacher at the close of the year. Any student not returning the book he/she was issued will be charged the replacement cost of the book.

The fine list is shown below:

Broken cover or back	\$5.00	
Frayed corners	\$1.50	*NOTE: The average
Torn page	\$1.00 per page	textbook cost is between
Missing pages	\$2.50 per page	\$35 - \$55.
Excessive writing/dirty	\$5.00	
Water damage/lost book	Replacement price	

Fines are assessed for abuse of school property, lost or damaged textbooks, overdue library books, and materials for projects used in some classes.

SIGN OUT POLICY

Due to the problems arranging medical and dental appointments after 3:00 p.m., students signed out at 2:30 p.m. or later, with an appointment, will not receive an absence.

CHANGE OF ADDRESS/PHONE

During the school year various types of information are mailed to the parents of students. Also, the need sometimes arises to notify parents in case of an emergency. Therefore, the school requires the filling of an Emergency Authorization Form with the office within the first week of school. Changes in address or phone numbers during the school year should be given as soon as possible to the elementary office so that records may be updated.

ATTENDANCE POLICIES

GENERAL ATTENDANCE

These regulations are in keeping with the State Board of Education adoption governing school attendance. The State Board of Education made their adoptions within the framework of Section 3321.04 R.C. The adoptions of the State Board are binding upon the local school authorities empowered to issue excuses from school attendance. The primary responsibility of parents and the school administration is to have students in school. **Under the provisions of Senate Bill 181, failure by a parent or guardian to make sure their truant child is attending school can result in a contempt of court charge.**

The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence the parent or guardian should call the school prior to 9:00 a.m. at (419) 943-2165 ext. 4062 to report the absence.

If the parent and school have not made contact by phone a written excuse stating the reason of absence and signed by parent or guardian must be presented to the office upon return to classes.

If an excusable note is not presented within 24 hours the absence will be unexcused. Students are given the number of days absent plus one to make up their work. All absences and tardiness from school are entered into the student's permanent record and reflect on the family, school and community.

ATTENDANCE GUIDELINES

1. **Students will be issued an excused absence for a total of three days in one nine-week grading period with a parental note/phone call.** In all cases the school administration determines when a student is excused or unexcused and not the parent or guardian. In cases of a prolonged absence, a doctor's certificate may be required to verify the absence in question along with a listing of the dates the student is to be off from school.
2. The fourth absence and every one thereafter during a nine-week period will receive an unexcused slip unless a medical note is presented.

A student is HABITUALLY TRUANT when they are:

Absent 30 or more consecutive hours without a legitimate excuse

Absent 42 or more hours in one month without a legitimate excuse

Absent 72 or more hours in one year without a legitimate excuse

A student is considered to have EXCESSIVE ABSENCES when they are:

Absent 38 or more hours in one school month with or without a legitimate excuse

Absent 65 or more hours in one school year with or without a legitimate excuse

When the principal has determined that a student has had excessive, unnecessary and/or unexcused absences or tardiness, the following corrective procedures will take place:

30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year (unexcused, without a legitimate excuse):

-Filing of complaint with Juvenile Court by Truancy/Probation Officer. Complaints will be filed jointly against the child and the parent, guardian or custodian.

38 or more hours in one school month or 65 or more hours in a school year (with or without a legitimate excuse):

School sends letter of concern to parents; copy of letter is sent to Truancy/Probation Officer

School may develop a truancy intervention plan

Warning letter sent to parent/guardian/custodian from the Truancy/Probation Officer

Possible home visit or phone call from Truancy/Probation Officer

Counseling for Habitual Truant may be provided

Parents may be required to attend parental involvement programs

Notice will be sent to the Registrar of Motor Vehicles under Ohio Revised Code 3321.13

NOTE: Suspensions are unexcused, but are not to be considered for truant issues.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and /or tests:

1. Personal illness (the approving authority may require the certificate of a physician).
2. Family illness.
3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death in family. In the event of death in the family, family shall be defined as parent, sister, brother, uncle, aunt, niece, nephew, grandparent and first cousin. The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the child for a longer absence.
5. Observance of religious holidays. Any child of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with his/her creed or belief. Students must be signed out by a parent or guardian to attend a religious observance event.
6. Emergency or set of circumstances which in the judgment of the elementary principal constitutes a good and sufficient cause for absence from school.

All other absences that are not specifically provided by law must be judged individually. The school attempts to cooperate with parents when conditions are beyond their control. For example; doctor and dentist appointments, court appearances, family vacations, and the following **that are within the 12 day limit for the school year.**

1. Doctor's appointments - a student will be excused to keep a doctor's appointment **provided that the student presents the office with a written slip from the doctor's office either before the student leaves or upon his/her return to the school from the appointment.** If no slip is provided, the student will be marked unexcused.

2. Parents on vacation – it is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. Students who go on vacation with one or both parents during the school year will be excused for five days maximum.

3. Hunting - should be done with a family member. A hunting day will count as a vacation day.

TARDINESS

A student who is not in his/her assigned location by 8:05 shall be considered tardy. When students are tardy or returning to school, a parent or guardian must bring them into the office to sign them in.

Tardiness to school is very disruptive to both the class and to the student who is tardy. Students are required to be on time to class so as not to disrupt the educational process.

A student will be considered tardy up until 8:45 a.m., at which time absences after 8:45 a.m. will be counted as 1/2 day.

ELEMENTARY STAFF ASSERTIVE DISCIPLINE PLANS

Each teacher is in charge of his/her classroom and establishes a discipline plan to govern student conduct. Students will receive a copy of each of their classroom teacher's rules. A student's failure to comply with the individual teacher's policies may result in referral to the principal. Upon referral to the principal the consequences listed in the code of conduct will apply. Discipline will always be administered in a reasonable manner. The number of occurrences of a specific violation may determine the severity of punishment.

STUDENT CODE OF CONDUCT

Our focus is providing a safe environment conducive to learning and the following disciplinary actions can be enforced against those who would prevent or destroy such an environment.

- Student conference
- Parent/guardian conference
- Detention
- *Friday school*
 1. Friday School will meet from 3:15 to 5:30 in an assigned classroom.
 2. Students will need to bring school materials to work on during this time frame.
 3. A student may be excused from an assigned Friday School and reassigned to the next assigned Friday, if a legitimate request is made by the parent/guardian. It will be at the principal's discretion whether the request is accepted or rejected. Student requests for reassignment will not be accepted.
 4. If the student is absent from school on the day he/she is assigned to serve a Friday School, the student will make it up on the next assigned date.
- *In-School Suspension*
 1. The student is removed from the academic and social areas of school and placed in an alternative educational setting. Work students complete during the in-school suspension will earn credit and these days will not count as absences from classes. An in-school suspension will be for the entire length of the school day.
- *Out-of-School suspension*
 1. The student is removed from school property, and not allowed to re-enter until the end of the suspension. Students will not receive any credit for work nor be allowed to make up the work and/or tests. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Suspensions may carry over into the next school year.
- *Expulsion*
 1. The student is removed from school property for a set number of days as specified by State Law. When a student is being considered for expulsion, the student and the parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reason for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for expulsion and/or explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled not earlier than three (3), nor later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

2. Due Process Rights: Before a student is suspended, expelled or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school suspension is served entirely in the school setting, the parent has no due process rights. Meaning, it will not require any notice or meeting, or be subject to appeal. Due Process for out-of-school suspensions, expulsions, and/or removals will be in accordance with Section 3313.66 of the Ohio Revised Code. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.564 of the Ohio Revised Code are implied.
3. Appeals: Out-of-School suspensions may be appealed. The principal issues an out-of school suspension, but the appeal is made to the Superintendent. The student will serve the suspension upon notification. If the appeal reverses the suspension, the record will be expunged; the student will have the right to make up all work for credit.

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

Use and/or possession of a firearm: bringing a firearm (as defined in the Federal gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired and indicating they are in possession of such an object and that it is a firearm or knowing, displaying or brandishing the object and indicating it is a firearm.

1st offense: 10 days suspension with recommendation of expulsion for the period of one (1) calendar year.

USE and/or POSSESSION of a WEAPON

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to suspension, expulsion or possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, lasers pointers and jewelry.

Because the Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

HARASSMENT OR BULLYING

Harassment, intimidation, or bullying behavior by any student in the Leipsic Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspensions and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal graphic or physical act including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA) or wireless hand-held device, either overt or covert by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students personal property; and
- B. Is sufficiently severe persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Any violations of the above policy should be reported to the Principal or the Superintendent immediately.

STUDENT EXPECTATIONS

All of us at Leipsic Local School should foster safety and the proper atmosphere for the pursuit of learning. This can be best achieved through respect and a sense of caring for others. Every student should be afforded the opportunity to develop his or her abilities to the fullest. Students' attitudes and behavior will shape the school's environment. The following reminders should serve as a guide:

1. Be Considerate--Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents. By being considerate, you will help create and maintain the proper atmosphere for learning.
2. Be Safe--Consider your safety and the safety of others when moving around the building. Keeping your hands and legs to yourself is good advice. It will help you and others to have a safe and successful day at school.
3. Be Proud--Be proud of yourself, your work and your school. Keep yourself and your desk neat and clean. Take time to complete all assignments promptly and always do your best. By keeping your school neat and clean, we will all have a good environment in which to work.
4. Be Respectful--Your fellow students and your teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy or play with their property. Being respectful also means that foul language is NEVER acceptable.
5. Be Caring--Leipsic Local School is a caring school. You can help by opening doors, offering to help and being polite to one another. A caring attitude toward others is most important. Being abusive to your friends is not caring for them.
6. Be Cooperative--Obey the rules and follow the directions of teachers and staff in the building. We are all here to work and learn together.
7. Be Prompt--Time at school is very important. Be on time and be prepared for all of your classes, activities and programs during the school day.
8. Be Alert--When moving about inside the building, always be careful not to endanger others or their property. Respect each other's rights and, under no circumstances, engage in rowdiness or fighting. You should always have some constructive activity to do.

9. Be Courteous--Your attention at special programs as well as during classroom presentations is expected. The library and hallways are extensions of the classrooms. Remember the Golden Rule: Do unto others as you would have them do unto you.
10. Be Responsible--You are the only one who is responsible for your behavior. Don't make excuses for your bad behavior. Do what is right and take credit for it. Accept the consequences when you do something wrong. Always accept the responsibility for your behavior.

STUDENT DRESS POLICY

*Responsibility for dress rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. If in doubt, **be conservative**. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

1. Wear neat, appropriate and properly fitted clothes. Sheer blouses, low cut tops, cut off shirts, halter tops, spaghetti strap tops, or tube tops **may not be worn**. No article of clothing that shows any part of the midriff or the low back may be worn. Ill-fitting clothes of any kind are not to be worn.
2. Shorts, skirts and dresses must be appropriate in length, mid-thigh or longer.
3. Hats, caps, headbands or other head coverings are not to be worn in school. No bandannas on head or tied to belt.
4. No clothing with objectionable words or pictures may be worn. This includes but is not limited to alcohol, tobacco, drugs or things of a sexual nature.
5. Coats are not permitted to be worn during the school day unless a teacher gives permission.
6. No undergarments are permitted to be visible.
7. Boys' pants are to be worn around the waist and belted if necessary to keep them in place. Clothing should not have cuts or holes in them that allow underclothes to show through.
8. Students are not permitted to wear wallet chains.
9. Body piercings that are deemed disruptive, except ear piercings, may be required to be covered with a Band-Aid.
10. Shoes must be worn at all times.
11. Flip flops are not allowed because of the potential for injury on our playground due to the mulch.

The principal and/or teacher will determine the appropriateness of student dress. **Students will not be allowed to return to class until they are wearing acceptable clothing.** Disciplinary action will result from the violation of these guidelines.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

The following disciplinary action will result from any infraction of the dress code policy.

The student will be sent to the office and will have to put on clothing from the office, which is to be returned at the end of the day. If it is necessary for a student to go home to change, the time the student is gone will be considered **unexcused**. Parental contact may also be made.

SCHOOL BUS POLICIES

The driver will be responsible for the orderly conduct of his/her passengers. While on the bus the pupil is under the authority of and is directly responsible to the bus driver. Pupils shall conduct themselves on the bus as they would in the classroom except that reasonable visiting and conversation are permissible. In the event of misbehavior, the driver is responsible for disciplining his/her students. A written disciplinary referral should be made to the student's building principal who will take the necessary action. The Principal should notify parents if the situation continues. **A bus suspension will occur on the third discipline referral**(1st suspension-5 days off bus, 2nd suspension-10 days off bus, 3rd suspension 20 days off bus and 4th suspension-remainder of year off bus). Rules should be explained by the drivers at the start of the school year and may include the following:

1. Always take your assigned seat as soon as you get on the bus. Do not stand. Remain seated in the proper fashion.
2. Share your seat with other pupils. This applies to junior and senior high school students, as well as elementary.
3. Always keep your arms inside the bus when a window is open.
4. Do not throw anything in the bus or out of the window.
5. Do not eat, drink, or chew gum on the bus at any time. (This includes candy or snacks of any kind.)
6. Talk quietly at all times. At intersections and at railroad crossings there is to be no talking.
7. Learn how to get off the bus in case of emergency. Your driver will have periodic drills for practice.
8. Each student must have one drop off destination. Students are not permitted to ride a bus other than the one to which they have been assigned. Any special arrangements must be approved by the administration.
9. Any student whose behavior is detrimental to the safety of others will be denied privileges to ride the bus.
10. The buses are not required to wait on students. It is the responsibility of the students to be on time and watch for the arrival of the bus.
11. C.D. players are allowed on the bus at any acceptable volume not to disrupt the driver or other students. The bus driver will ask the student one time to turn down the volume of the music. Students who do not listen to the bus driver's request will have the player removed from the student with loss of player privileges on the bus.

Students are strongly encouraged to leave their cell phones and other electronic devices at home. These are expensive items and the school cannot be held responsible for the loss, theft or damage of any cell phone or electronic device. Any cell phone or electronic device will be subject to confiscation if it creates a disruption on the bus. A student using an electronic device which creates a disruption or refuses to follow a request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using cell phones or an electronic device to film/record/take pictures of any students or staff member is prohibited.

IMMUNIZATION GUIDELINES

Requirements for students in grades Kindergarten through 12th are as follows:

- *DTaP, DTP or DT vaccine:*
 - All kindergarten students (only) are required to have a fifth dose of DTaP, DTP, or DT vaccine if the fourth dose was administered prior to the fourth birthday.

- *Polio vaccine:*
 - All kindergarten through 11th grade students are required to have a fourth dose of polio vaccine if the third dose was administered prior to the fourth birthday. Students enrolled prior to the 1999-2000 year (grade 12) are required to have a minimum of 3 doses of polio vaccine. This requirement will continue to raise a grade level each year.

- *MMR:*
 - All students in kindergarten through 12th grade must have evidence of having received two doses of MMR vaccine.

- *Hib:*
 - None required for school admission.

- *HEP B:*
 - All students in kindergarten through 11th grade are required to have three doses of hepatitis B vaccine. This requirement will continue to raise a grade level each year.
 - Grades 8-12: Hepatitis B not required.

- *Varicella:*
 - All students entering kindergarten (only) are required to have two doses of varicella. Grades 1 through 4 are required to have one dose of this vaccine.

The Putnam County Health Department provides many services. They are located at 256 E. Williamstown Rd. in Ottawa. Feel free to call them at 419-523-5608. Immunizations are given (by appointment only) at the health department.

Screening for vision and hearing is done in grades 1,3,5,7 and 9 and upon request of the teacher. Scoliosis screening takes place in grades 6, 7 & 8.

Children who are not properly immunized must be in the process of doing so within thirty days after a notice is sent home or they will be excluded from school until immunizations are begun.

IMMUNIZATION RECORD

The State School Immunization Law requires an immunization record on file for each student. At the beginning of each school year, or whenever a student enrolls, the pupil has fourteen (14) days to provide evidence that he/she exceeds or meets immunization standards or provide a physician's statement indicating that immunization could be harmful. If students fail to provide the information within the prescribed time, they will be excluded from school until they have complied with the law.

HEAD LICE

Head lice are predominately localized on the scalp, though sometimes involving the eyelashes and beard.

Diagnosis is simple if the scalp is inspected thoroughly. Small ovoid nits (ova) are fixed to the hair shafts, sometimes in great numbers, unlike scales, they cannot be dislodged. The nits mature in 3 to 14 days. The lice are found frequently around the back of the head and behind the ears. Itching is frequently severe, and excoriation (sores) on the scalp, sometimes with secondary bacterial infection, may often be seen. Sometimes the glands of the neck are swollen due to infections from scratching.

LEIPSIC ELEMENTARY HEAD LICE POLICY

A letter of notification is sent to the parents of children who have been infested with head lice. This letter explains head lice and treatment for it. Children will not be admitted back to school until they have been treated for the condition and the nits have been removed. Inspection for lice contamination will be conducted by the principal or other school personnel upon evidence of a lice infestation. These periodic inspections are provided as a protective service for better school health.

INJURY and ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will attempt to make contact with the student's parents using the emergency medical form that is signed by parents and placed in our student files giving us immediate access to home or emergency phone numbers.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released without proper parental permission.

ADMINISTRATION OF MEDICINE

A note is necessary from a doctor or parent in order for a prescription or non-prescription medicine to be administered by authorized school personnel. Such medicine must be in the possession of the authorized school personnel, never the child. Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any prescribed medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any changes in the medication.
3. All medication must be registered with the principal's office and must be delivered to school in the containers the medication was dispensed in by the physician or licensed pharmacist.
4. Medication that is brought to the office will be properly secured.
5. Any unused medication unclaimed by the parent will be destroyed by school personal when a prescription is no longer to be administered or at the end of a school year.
6. The office will maintain a log noting the personnel designated to administer the medication, as well as the date and time of day the medication is administered.

