

# Parent/Student Handbook

Leipsic Elementary School



Grades: K - 5

2024-2025

## **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 using 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 today's world.

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 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 know there are going to be many challenges in front of us. With your support we believe we can make this year a positive experience for your child. Working together as a team is the only way it can happen. 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,

*Megan Tobe*

Elementary Principal

## ELEMENTARY STAFF

Superintendent	Mr. Greg Williamson
Elementary Principal	Mrs. Megan Tobe
Elementary Secretary	Mrs. Regina Camareno
School Social Worker	Mrs. Marissa Lammers
Elementary Band, Music	Mr. Andy Stein
Elementary Music	Ms. Grace Dickmann
Elementary Physical Education	Mrs. Abbie Like
Elementary STEAM	Mrs. Amy Ellerbrock
Elementary Aide	Mrs. Shelly Meyer
Kindergarten	Mrs. Jaime Bryan Mrs. Karen Gillespie Ms. Lyndie Hazelton
First Grade	Mrs. Jacie Eding Mrs. Sarah Karr Ms. Emily Frick
Second Grade	Mrs. Rebecca Ellerbrock Mrs. Janice Kaufman Mrs. Amy Thomas
Third Grade	Mrs. Andrea Newell Ms. Alaina Schimmoeller Mr. Nicolas Vallejo
Fourth Grade	Mrs. Kati Brandeberry Mrs. Traci Richard
Fifth Grade	Ms. Shy Giron Mrs. Christina Gyetvai Ms. Haley Smith
Intervention Specialists	Mrs. Lori Ann Hemenway Mrs. Andrea Maidlow Mrs. Victoria Wagner
Title 1 Reading Teacher	Mrs. Cailey Deitering
ESL Instructor	Mrs. Andrea Wagner
ESL Instructor	
ESL Aide	Mrs. Brittani Schroeder
Speech Therapist	Mrs. Megan Westenbarger
Occupational Therapist	Mrs. Dana Tobe

## 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 8:10 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: 10:10 – 3:05)

#### **THREE-HOUR DELAY**

Grades K-5 start three hours late. (School Day: 11:10 – 3:05)

### **SCHOOL CLOSING**

On days when school will be closed or delayed because of bad weather, notice will be given on television channels 11, 13, and 35. Radio stations 98.1, 103.1, 105.7 and 1280 will also carry these announcements. **ParentSquare** is our main source of communication with our parents. If you have not signed up to make ParentSquare available to you contact the school by email at [ContactUs@lp.noacsc.org](mailto:ContactUs@lp.noacsc.org) and a link to join will be sent to you.

### **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

### **BICYCLES**

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

## **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. They should enter the building immediately upon arriving.

## **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, smart watches 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, smart watches 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 or other device in at the office will have the device taken away and turned in to the office. A parent or guardian will have to pick up the phone. 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 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. If multiple requests are made a doctor's note will be needed.

### *GENERAL RULES*

Real or pretend fighting and rough play; not allowed.

Throwing of objects other than actual playground equipment; prohibited.

The use of inappropriate language; prohibited.

Students must ask for permission to sit in the Reading Garden or go inside.

Climbing on the fence or throwing objects over the fence; prohibited.

Use equipment safely, sensibly and appropriately.

Stop what you are doing immediately when the whistle blows and go to your line.

### Rules for Slides:

Before sliding down, make sure no one is in front of the slide.

Slide down feet first, sitting up, one person at a time.

Use slides one-way- going down.

### Rules for Swings:

Sit in the center of the swing and slow down before getting off; jumping off swings is dangerous and not allowed.

Hold on with both hands.

Students are not allowed to push another student.

Only one person is allowed on a swing.

Don't swing or twist unoccupied swings.

Playing in between or directly in front of swings is not allowed.

### Rules for tire swings:

Keep legs inside the tire.

No more than three students at a time are allowed on the tire swing.

Standing on the tire swing is not allowed.

Make sure we are taking turns. Students can become dizzy or sick if they take too many turns.

### Rules for Teeter Totters:

Sit up straight and face each other.



Hold on with both hands.

No part of the body should ever be under the seats.

Tell your partner when you want to get off. Get off carefully and hold you end so it raises slowly until your Partner's feet touch the ground.

Rules for Monkey Bars:

Everybody starts at the same end and goes in the same direction.

Take turns keeping a big space between you and the person in front.

Stay off when wet.

Climbing and sitting on top of the monkey bars; prohibited.

Pulling another student off the monkey bars, prohibited.

Rules for Spinning Wheel:

Hang on with both hands.

Stay off when wet.

Pushing other students; prohibited.

Pulling another student off the spinning wheel; prohibited.

Rules for Basketball Court:

Throwing basketballs at other students; prohibited.

Hanging on the rim or net; prohibited.

### *Consequences of Breaking the Rules*

Warning

Assigned to Time Out Area. (Time is at the discretion of the supervisor.)

Assigned to walking the perimeter of the playground.

If fighting or constantly breaking the rules, the student is to report to the elementary office for a conference with the principal.

Loss of playground privileges 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. 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 buses. 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. Please make arrangements with your child's teacher about observing a birthday. 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. Overdue book fees that are not paid will be added to the student's account and will have to be paid before graduating.

## **TORNADO AND FIRE DRILLS**

Leipsic Elementary School instructs its students in the proper safety procedures to use 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.** School personnel are mandatory reporters.

## **FEDERAL LUNCH PROGRAM (breakfast and lunch)**

A free and reduced cost lunch is available to those who qualify. Students who qualify for a reduced cost lunch and breakfast will not have to pay the reduced amount. Their breakfast and lunch will be free.

## **CAFETERIA**

The Vikings are well fed by our cafeteria staff. Leipsic School offers breakfast each morning from 7:40 to 8:05. The cost for an elementary student is \$2.50. An elementary student will be charged \$3.25 for lunch. Students who pack must remember that pop is not allowed. They can purchase milk for \$0.40. Students are not permitted to order lunch out.

## **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 will be posted on ParentSquare. 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. This includes Pokemon cards.

## **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 losses school property, the student and/or his/her parents will be required to pay for the replacement or repair

## **LOST AND FOUND**

Leipsic 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 school do not need to 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 contact a school compliance officer.

Megan Tobe 419-943-2165 [lp\\_tobe@staff.lp.noacsc.org](mailto:lp_tobe@staff.lp.noacsc.org)

## **ABOUT TITLE IX**

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a Federal civil rights law. Title IX, which began with a focus on discrimination and ensuring equity in sports, includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.

Title IX prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary schools, school districts, colleges and universities receiving any Federal Funds must comply with Title IX.

## **STUDENT ASSISTANCE FUND**

A Leipsic 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.

## **MENTAL HEALTH**

Leipsic Local Schools has the resources available to help assist students in maintaining their mental health needs. These include, but are not limited to: Marissa Lammers, school-based Social Worker who is available Monday-Friday and Consultants from Pathways Counseling Center who are available twice a week. Both of these resources are able to conduct individual, small, and large group sessions. Students or their parent/guardian may sign-up for individual sessions through Mrs. Lammer's website, email, ParentSquare or by picking up a referral form from the elementary/high school office. Individual sessions are typically around 20-30 minutes weekly in Mrs. Lammer's office unless otherwise discussed.

In cases regarding a student experiencing suicidal ideation, Mrs. Lammers will complete a Columbia-Suicide Severity Rating Scale (C-SSRS). Students who have this assessment conducted are required to be picked up from school by a parent/guardian that day as well as sign a "Parent Plan of Action" form. Students will not be permitted to leave the school premises alone. If the student's assessment results are considered "high risk", the student can't return to school unless they have a note that states they are cleared by a doctor and/or a mental health professional. The student and their parent/guardian must also meet with Mrs. Lammers upon their return to school to complete a "Plan of Care".

## **STUDENTS FEES, FINES AND CHARGES**

**There are no book fees for the 2024/25 school year.** 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
Torn page	\$1.00 per page
Missing pages	\$2.50 per page
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 for 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.

## 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.
3. An absence due to Covid-19 is an excused absence (note from doctor will be required).

*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 the 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 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 8:10 is 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 is considered tardy up until 9:10 a.m., at which time absences after 9:10 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. The consequences listed in the code of conduct will apply. 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 used against those who 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.
  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 are allowed to make up missed work or assessments with a 10% reduction. 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 appear. 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.**

1<sup>st</sup> 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.

The definition of a weapon also includes incendiary devices, explosives and other objects defined as dangerous ordinances under State Law.

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 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 bandanas 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.

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** (1<sup>st</sup> suspension-5 days off bus, 2<sup>nd</sup> suspension-10 days off bus, 3<sup>rd</sup> suspension 20 days off bus and 4<sup>th</sup> 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 an 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 12<sup>th</sup> 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 11<sup>th</sup> 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 12<sup>th</sup> 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 11<sup>th</sup> 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 usually 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.

## **LEIPSIK 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 personnel 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.

## **District and Student State Testing Participation Requirements**

Public school districts and community schools are required by law to administer all required state tests to all students enrolled in each designated grade. This includes any retained students (repeating a grade level) who are enrolled in grades 3-8 and who previously may have passed a state test. Please visit the Ohio Department of Education's Ohio State Tests in English Language Arts, Mathematics, Science and Social Studies webpage for more information.

There is no process allowing parents and/or students to indicate their choice to not participate in state testing. Schools must account for and report any student who did not take a required state test. Please review Guidance for Schools: Student Participation in Testing for more information.