

TABLE OF CONTENTS

Opening Pages/Mission Statement.....	Pages 2 & 3
Admission/Withdraw/Transfer.....	Pages 4 & 5
Attendance/Absences.....	Pages 6 - 9
Dress Code.....	Page 9
Discipline/Conduct Code.....	Pages 10-13
Harassment and/or Violence.....	Page 13
Fire & Tornado Drills.....	Page 13
Lunch Prices/Charges.....	Page 13
Field Trips/Inclement Weather.....	Page 14 & 15
Medication Policy.....	Page 15 & 16
Homebound Instruction.....	Page 16
Playground Procedures.....	Pages 16-18
Interim Reports/Grading Policy.....	Pages 18
Honor Roll/Retention.....	Page 19
Pupil Services.....	Pages 19 & 20
Pupil Records.....	Page 20
Physical Education/Cell Phones.....	Page 21
Miscellaneous	Page 21-24
Parental Involvement Policy.....	Pages 23 & 24
Requirements for Title I Teachers.....	Page 24 & 25
Confidentiality.....	Page 25 & 26
Signature Page.....	Page 28

ADMISSION/WITHDRAWAL/TRANSFER

ADMISSION

Proof of Immunizations - State law requires that all children entering school must have completed the immunization and vaccinations prescribed for their age group. The following is required:

- 5-DTP
- 4-Oral Polio
- 2-MMR (Measles, Mumps, Rubella)
- Series of Hepatitis B (3)
- Varicella – 1 required

Copy of the Original Birth Certificate and Previous School Records

Transfer students shall present a copy of the original certificate of birth, current shot record, social security number, custody papers, as well as proof of residency and IEP records. If the pupil or parent does not comply with this request, law enforcement officials will be contacted and informed that the child may be a missing child.

Special Custodial Parent Requests - If a custodial parent has special requests, such as a request to deny release of a child to a non-custodial parent, the custodial parent must furnish a copy of the heading and appropriate section(s) of a court report or other legal document which grants this authority to the custodial parent. Please be sure that your request for special release procedures is clearly marked on the student's Personal Information sheet.

Student Address and Phone Number - Parents are responsible for keeping the school informed of all address and phone changes for their child. Current addresses and telephone numbers promote the safety of children in emergency situations. We must have updates any time this information changes.

Emergency Medical Form - This form must be completed and returned to school by the first Friday of the school week. Parents are responsible for informing the school when information, phone numbers, addresses, preferred doctor, medication etc., changes. This form is kept on file in the school office.

(NOTE: Failure to furnish this legally required information will result in excluding the child from attending school.)

WITHDRAWAL/TRANSFER - When you first know that your child will be withdrawing or transferring from our school, please send the teacher a note indicating the last day of attendance and your new address. When a child is enrolled at a new school, the parent will sign a release form. All records will then be mailed to the new school.

ARRIVAL/ATTENDANCE/ABSENCE (PARENTS PLEASE NOTE!!)

ARRIVAL – 9:00 a.m. **Children must not arrive prior to 9:00 a.m., as we cannot provide the necessary supervision.** If you bring your child to school after **9:00 a.m.** , please make sure your child checks in with the school secretary. Students arriving to school after **9:10 a.m.** will be considered tardy.

PICK-UP - Elementary students who are not riding the bus home must be signed out at the office by a **designated adult** before they are dismissed. **Students cannot be dismissed to another child.** For your child’s safety a note must be sent to the office letting us know if your child will be picked up by someone other than the child’s parent or guardian. Students being **picked up before 2:30 p.m.** will be considered **absent 1/2 day**. If your child is picked up daily by you or another person, a note stating who will pick him/her up must be on file at the office, and teachers must be informed of these special circumstances. If you are picking your child up for a doctor’s appointment, a doctor’s excuse must be brought to school upon your child’s return so the child’s absence is excused.

DISMISSAL – For the safety of our students it is important that we have a system that will account for all of our students at dismissal time. **Walkers and students that are picked up by parents or designee will be dismissed at 3:45 p.m. to the office.** A staff member will check off walkers before they leave the building. Students riding home with an adult **must be signed out** in the office or designated area by that adult before they can leave the building.

If you plan to pick up your child at the end of the day, or be give permission for another person to pick up your child at the end of the day, a note **MUST** be sent to school and given to your child's teacher. If the office/teacher **DOES NOT** receive a note stating that another person will be picking up your child and that person is not listed on your child's Emergency Medical Form, your child will be placed on the bus to go home.

ATTENDANCE/ABSENCES - The Ohio Department of Education grades all schools on student attendance. They have set a minimum student attendance rate at 93%. This means that our students must average fewer than 12 absences per year. Federal Hocking School District's goal is to have at least a 95% rate of student attendance. Good attendance is essential for proper academic progress. . Chronic truancy cases are handled by referral to the Athens County Attendance Officer.

When a student absence occurs, the legal parent or guardian is responsible (Missing Child Act - S.B.321) for calling and notifying the school. The parent/guardian is to call the school (before 9:30 a.m. on the day of absence. The phone call **DOES NOT** remove the necessity for a parent note. **When returning to school after an absence, the student must present a note from his/her parent or guardian to his/her homeroom teacher.** These notes are reviewed to ascertain whether the excuses should be considered excused or unexcused. Without a parent note, the absence is considered unexcused.

EXCUSED ABSENCES include the following - (1) personal illness and/or medical appointments for the student only; (2) severe illness in the immediate family, (3) death of a relative, (4) religious observance, (5) other legitimate reasons which have received **PRIOR** approval from the building principal.

EXCESSIVE ABSENCE - The Federal Hocking School Distinct believes that students who have good attendance generally achieve higher grades, enjoy school more, and believes that continuity in the learning process is seriously disrupted by excessive absences. Accordingly, the Board is committed to taking measures to reduce student truancy and to encourage the regular attendance of students at school. The purpose of this policy is to address and improve the attendance practice of any student who is a habitual or chronic truant.

For purposes of this policy, a student will be considered a habitual truant if s/he is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. A student will be considered a chronic truant for purposes of this policy if s/he is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Our attendance procedures are as follows:

*Students arriving after 9:05 a.m. are considered unexcused tardy. A doctor note/parent note with appropriate excused absence will excuse a child for their absence/tardy (see next page).

*Students arriving after 10:30 a.m. are considered ½ day absent.

*Students leaving before 2:30 p.m. are considered ½ day absent.

*Students leaving after 2:30 and before 3:50 are considered unexcused early release until they return with a doctor's note/parent note with an appropriate excused absence (see next page).

*Students are permitted **(5) days of parent excused notes per semester** (see next page). After the 5th day, further parent notes will be considered unexcused.

*Due to Health Department guidelines, a student with live head lice will be sent home. The day the student is sent home will be considered an excused absence, limited to 3 times per year. If the child does not return the next day, the parent may write a note and it will be considered one of the 5 parent excused notes per semester. After that time, the absences are considered unexcused.

*Every **3 tardies results in 1 day of absence** whether excused or unexcused.

***The County Attendance Officer will be notified after a student has (5) unexcused absences.**

*According to Ohio Revised Code students may fail the year if they earn a yearly grade of F in two or more subjects and are absent from school (10%) of the year.

*After an absence, the student **MUST** bring a note from his/her parents stating the reason for absence. Missing bus, oversleeping, etc. are not legitimate excuses. If your child had a doctor's appointment, the school **MUST** have a doctor's note (no parent doctor notes are permitted). All excuses are to be given to the teacher who will forward to the elementary office, or to the office secretary upon arrival to school.*

A doctor's excuse may be required of any student with excessive absences (more than 7% absence rate without medical excuses during current or previous year). To be documented as a medical excuse, a note must state that the student needed to be out of school for a specified length of time as a result of illness, injury, or treatment.

Some excused absences are as follows:

1. Personal illness or medical/dental appointments (doctor verification with appointment time noted) following visit.
2. Illness in immediate family.
3. Death of a relative.
4. Observance of religious holiday.
5. Other good causes approved by the principal in advance.

In order to comply with the Missing Children's Act, parents are asked to call the school on the morning of their child's absence. A note explaining the absence is still required when the student returns to school. Students who fail to present written documentation will be considered unexcused and consequences may be assigned accordingly.

1. The student will not be counted absent when his/her bus does not run or when the student is participating in field trips, school related activities, or any activity that has been approved by the principal in advance.
2. Please make sure that your child knows the proper way to cross the road, if this is necessary, when a bus unloads. When your child goes to school, watch to see that she/he is following these rules:
 1. The child should never cross behind the bus.
 2. The child should maintain eye contact with the bus driver.
 3. The student should not cross the road until the bus driver has given the signal and the student has looked both ways.
 4. The student must stay at the designated bus stop safely away from the road.
3. Please make sure that your child knows that he/she should never run beside a bus, go under a bus, or encourage horseplay beside a bus. Little children should never chase or get a paper that has blown into the roadway or under a bus.

4. Please make sure your child understands that the safety of all bus passengers depend upon following the bus driver's directions. Bus drills are the only time when a student should ever unlock the rear bus door.
5. Please be sure that your child knows that she/he should never get into a car with strangers
6. If your child is to ride a bus other than the one she/he rides daily, you need to send a note stating where your child is going and which bus she/he is to ride. Include a telephone number where you can be reached.

STUDENT DRESS CODE:

Federal Hocking Elementary School believes in moderation and modesty in student dress. Appropriate student dress is the responsibility of both the school and the home.

1. Student dress should not be distracting as to interfere with instruction. It should not, in text or picture, depict drugs, alcohol, violence, sexual content, or profane or obscene messages.
2. All undergarments must be covered.
3. Shorts and skirts must be no shorter than the length of the student's fingertips and/or at mid thigh when standing.
4. Holes in pants, shorts, skirts or dresses must be no longer than one inch and must not be above the fingertips or mid thigh level.
5. No bare midriffs will be permitted; shirts must touch the top of the waistband.
6. The belt line of pants will be worn at the student's waist.
7. No head apparel will be worn while in the building (hats, bandanas, etc.), unless approved by the administration.

We ask that parents and students be responsible when choosing what they wear to school.

DISCIPLINE/CONDUCT CODE - Each teacher in the Federal Hocking Elementary Schools develops a set of discipline rules. These rules are posted in each classroom and made available to each student. Please review the classroom **discipline rules and the following “Student Conduct Code” with your child.** Please contact the school if there is any question about understanding these rules.

The Federal Hocking Elementary School has adopted a Major and Minor Student Conduct Code. This code is reproduced in this part of the student handbook so that you may fulfill your responsibility in making sure that your child knows and understands this code.

Any student who finds or is given a substance which is a drug or counterfeit drug, or any kind of weapon (pocket knife, gun, etc.) should immediately give that substance/weapon to a teacher, bus driver, aide or the principal. Any other action can result in disciplinary action under Section 5, Part III of the Federal Hocking Elementary School Student Conduct Code Revised 8-12-88.

Please be sure that your child knows that disciplinary action may be imposed if he/she brings guns, knives, cigarette lighters, tobacco and/or snuff to school.

**FEDERAL HOCKING LOCAL SCHOOL DISTRICT
STUDENT CONDUCT CODE - Revised 8-15-11
(O.R.C. 3313-661)**

PART 1 - STUDENT RIGHTS

The Federal Hocking School System recognizes the constitutional, legal, and moral rights of students. We recognize our responsibility to provide a safe, healthful, educational environment, and to provide an equal and appropriate education to all students regardless of race, religion, sex, national origin or handicap. Students have the responsibility to conduct themselves in such a way as not to interfere with the rights of others in the pursuit of their studies or their duties. The building principal (or her authorized designee(s) is charged with the authority and the responsibility of maintaining discipline in the school. School authority extends to school buses and school events, even outside school hours and off school property, that have a direct and immediate effect on school discipline and welfare.

PART II - MINOR MISCONDUCT CODE

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or her designee(s), may face Lunch Detention, In School Detention, Bus Suspension, or Out of School Suspension for a period of up to ten (10) days.

1. Willful or persistent tardiness.
2. Outside assigned area or leaving assigned seat or area without permission.
3. Throwing any object, including rocks and snow.
4. Insubordination, or willfully failing to respond to, or carry out, a reasonable request by school personnel or other authorized person(s).
5. Profane, obscene, or suggestive language, gestures or expression, or possession of any material or object containing such expression.
6. Entering or remaining in an unauthorized area without permission.
Each building Principal will designate restricted areas for students.
7. Abuse or misuse of furniture, equipment, or supplies, including any use other than its designated function or purpose.
8. Unhealthful, unsafe, immodest, or distracting clothing or equipment, I including insufficient or excessive clothing or equipment.
9. Insulting, provocative, or contemptuous language or expression.
10. Falsely reporting incidents, making false accusations, or giving false or reckless inaccurate statements which affect the welfare of others.
12. Horseplay, mischief, lack of self-control, especially any action which can result in self-injury, injury to others, or damage to property.
13. Persistent minor disturbances that affect instruction, the academic atmosphere of the school or its orderly operation.
14. Cheating
15. Forgery
16. Gambling or card playing
17. Public displays of affection - any physical contact beyond holding hands.
18. Possession or use of radios, tape players, electronic or other games or devices except those provided for instruction.

PART III MAJOR MISCONDUCT CODE

Any student who engages in any of the actions described below, but not limited to the actions described below, and subject to the discretion and judgment of the principal or her designee(s), may face suspension for up to ten (10) days, and/or expulsion for up to eighty (80) days. A suspension or expulsion at the end of the school year, may be extended into the next school year by the superintendent. An expulsion may extend beyond eighty days if

permanent exclusion is being considered. In addition, violations of local ordinances or violations of the Ohio Revised Code may be reported to the appropriate authorities for further action.

1. Disruption or interference with the educational process, or normal function of the school, including curricular, co-curricular, and extra curricular activities, and including school buses.
2. Vandalism, damage or destruction of private property or school property.
3. Fighting or assault, including threats, or inciting others to fight, threaten, or assault another, or forcing or threatening another person to do any act against that person's will, including inappropriate touching or interference with another person's clothing or accessories.
4. "Hazing" or "initiating", defined as doing any act, or forcing another, including the victim, to do any act of initiation onto a student or school organization that causes or creates a risk of harm or mental or physical harm to any person.
5. Use, possess, transmit, conceal, or be under the influence or exhibit behavior of a person using any dangerous, mind-altering, or intoxicating substance or drug, or anabolic steroid, or other controlled substance, or counterfeit controlled substance as defined in Amended Section 2925.01(P) of the Ohio Revised Code.
6. Steal or transmit or be in possession of stolen property.
7. Leaving the school classroom, bus, activity, or assigned area without written permission.
8. Possess, maintain, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence.
9. Possession of firearms, ammunition, explosives, fireworks, matches, lighter, sharp, cutting or pointed objects, other dangerous materials or objects which may interfere with the safe operation of the school or school bus.
10. Truancy
11. Smoking and chewing any tobacco substance, or similar substance, or possession of any of these substances as defined in O.R.C. 3313.751, or possession of look-alike containers or smoking paraphernalia.
12. Defiance, especially including refusal of assigned punishment.
13. Willful or persistent violation of reasonable school rules or procedures, including but not limited to, all rules stated in the Major and Minor Misconduct Codes.
14. Possession of animals that may interfere with the safe operation of the school or school bus. All animals must first be approved by the teacher or principal before bringing them to school.

15. Harassment- racial, sexual or other. Harassment must be reported within 24 hours of the occurrence and documented on the district Harassment Form located in the office.

HARASSMENT AND/OR VIOLENCE

1. Harassment-racial, sexual or other, must be reported within 24 hours of the occurrence and documented on the district Harassment Form located in the office.
2. Violence prevention programs are in place and cases will be handled on a individual basis by the school counselor and principal.

DRILLS/FEES/FINES

Tornado Drills - Periodic tornado drills are made to maintain the procedures, which are needed in a real emergency. The announcement “Tornado, tornado - take your protected positions” is made by all call whenever possible when the electrical power is on, otherwise the announcement is made by bullhorns or runners. Students should follow their teacher’s direction during this drill.

Fire Drills/Rapid Dismissal - A fire drill or rapid dismissal is held each month. During these drills, students receive specific instructions from their classroom teachers.

Cafeteria prices are as follows:

Lunch - Free
Breakfast - Free
Extra Milk - \$.30.

Lunch Charge Policy: Students accumulating lunch charges of \$20.00 will not be permitted to charge until the charge is paid. The substitution of a sandwich and white milk will be made until such time that the charge amount is recovered. There is no charging for a-la-carte items.

FIELD TRIP OUT-OF-DISTRICT TRANSPORTATION

A field trip form will be sent home with your child before the planned trip. Students must return the signed form from the parent before they are allowed to take part in the field trip. Students going to a field trip location are expected to go in transportation provided by the school district , medical reasons, etc. may be approved by the principal as exceptions. Return

transportation from the out-of-district site may be by private vehicle **upon receipt of written parent/guardian request which states that the school district and its personnel will not be held liable for any accidents or injury which may be incurred.**

In cases where health or safety questions exist, a student may be excluded from a field trip unless appropriate chaperone arrangements can be made.

A student's history of improper behavior and/or failure to follow the teacher's supervision may be considered when determining whether it is safe to allow a student to go on a field trip.

INCLEMENT WEATHER DISRUPTIONS - The following communication systems will be used when hazardous road conditions, severe cold, high water, water line break or other unusual situations force the school to close:

K-12 Notification Line
Athens – WATH 97 AM/WXTQ- 105.5 FM
Parkersburg – WXIL 95.1 AM
Parkersburg – WTAP TV
Nelsonville – WAIS 107.7 FM
Huntington – WSAZ TV

During the mornings these stations will be called as soon as possible to announce either a delay or limited bus service (Plan A). If a delay is announced, a final decision for either cancellation or limited bus service will be made as soon as possible. Please do not phone the school or bus garage; the media will have the information as soon as it is made available.

Students not affected by Plan A will be marked unexcused and absent if they are not present on Plan A days. **If parents provide transportation to school on a day when the school does not provide it, the parents must also provide transportation home on that day.**

Please listen to the above radio stations on any day when hazardous road conditions may force an early dismissal. **Please be sure that your child has a way to get into your home if there is an early dismissal and no one is at home. Please be sure that the bus driver, teacher, and principal's office have a note if your child is to go home to a different address when there is an emergency dismissal.**

When there is a delay, breakfast will be served. School will dismiss at the regular time.

MEDICATION POLICY

It is the policy of the Board of Education that medication that has been prescribed by a doctor be administered at school only when the following guidelines have been met:

1. The medicine must be received in the container in which it was dispensed by the physician or pharmacist.
2. Written permission must be received from the parent or guardian, requesting that the school district comply with the physician's order.
3. A signed statement by the doctor who prescribed the medicine, the "Physician's Request for the Administration of Medicine by School Personnel" form, must include:
 - a. name and address of the student
 - b. school and class in which the student is enrolled
 - c. name of the drug and dosage to be administered
 - d. the time or intervals at which each dosage is to be administered
 - e. the date the administration of the drug is to begin
 - f. the date the administration of the drug is to cease
 - g. any severe adverse reactions that should be reported to the physician and one or more phone numbers as to where the physician may be contacted in case of an emergency, and
 - h. special instructions for administration of the drug
 - i. phone number and signature of physician

If a student is ill or injured at school, the parent is notified, if possible. When parents cannot be contacted, the directions on the Emergency Medical Form filed with the school will be followed, if possible. **Any change in emergency medical information must be sent in writing to the principal's office.**

The school cannot properly tend to ill/injured students for long periods of time. Parents must have some way to transport children home in cases of emergency or illness.

OPTIONS POLICY (HOMEBOUND INSTRUCTION) - When students are injured and will be absent from school for an extended time (20 days or longer) due to medical reasons, arrangements may be made to provide free

homebound instruction. If you need this assistance, please contact the elementary principal for the form, which also must be completed by the doctor.

PLAYGROUND PROCEDURES/RECESS - Students are expected to follow safe playground rules. **Teachers have the right to impose disciplinary procedures, including the placing of students on the building wall and/or bench, to enforce good conduct and safe playground procedures.** Please review the following rules with your child:

1. Once out of the building, students are to stay out of the building unless the playground teacher has given them permission to re-enter the building.
2. Students are not to pick up or throw rocks, sticks, snowballs, etc..
3. Unless special supervisory arrangements for certain games have been made by the teacher on duty, no hard balls or other objects which can cause injury should be used on the playground.
4. The use of balls may be suspended during times of wet or muddy conditions.
5. Students who appear to be fighting, playing rough, tussling on the ground, etc. will be put against the building wall and/or face other disciplinary action.
6. Students with doctor notes requesting that they stay in the building will be kept in the In-School suspension room. Requests of this type should be infrequent because children should be adequately dressed and kept home when they are ill.
7. **No tackle football is permitted.** Touch or flag football is permitted on the grassy area only for 4-6th grade students who have the supervising teacher's and principal's permission. When permitted, touch football is played only in the grassy areas away from the blacktop and playground equipment.

PLAYGROUND PROCEDURES/RECESS EQUIPMENT: The playground equipment should be operated in a safe manner at all times.

Swings:

- 1) Only one child in a swing at a time.
- 2) Up and down, no sideways swinging.
- 3) No standing in the swings.
- 4) No climbing up the swing chains or frames.
- 5) When pushing another child, stand in back of the swing, and do not go under the seat.

- 6) No jumping out of the swing when it is in motion.
- 7) Chains are not to be wrapped around the top of the swing bars.

Slides:

- 1) Take turns going up the slide stairs.
- 2) Only three children at a time on the top landing per slide.
- 3) No somersault on bar at top of the slide.
- 4) No sliding down poles of frame or climbing up the frame.
- 5) No walking up slide.
- 6) Must face forward going down the slide.
- 7) May not go down slide on your stomach and/or back.

Dome:

- 1) No pushing/horseplay while on the dome.
- 2) May not prevent others from climbing on the dome.
- 3) No jumping off the dome.
- 4) Must use hands and feet when climbing on the dome.

Blue Structure: (Amesville Elementary):

- 1) Only one student on spinner at a time.
- 2) Only one student on the slide at a time.
- 3) No horseplay or pushing while on the slide.

Monkey Bars:

- 1) Do not walk on the bars. Use hand walking only. Students are to go only one way.
- 2) No sitting on top bars; no preventing other from hand walking.
- 2) No pushing another child off the bars.

Wet Playground:

- 1) Stay on the cement/blacktop area when instructed to do so.
- 2) No ball of any kind, and no tag games when instructed to do so.
- 3) Clean off shoes before entering building.

Teachers have the right to supplement these rules with additional rules as the need arises.

RECESS - Children who are properly dressed and are healthy are expected to participate in outside recess. A doctor's note is required for those situations where a child is well enough to attend school but too ill for participation in outside recess. Cases involving children who have been sent to school with insufficient clothing will be referred to Children's Services as cases of suspected neglect.

This procedure is intended to reduce the spread of communicable diseases, increase the student's rate of recovery, and enable the children to be at a location where they can be properly supervised.

PROGRESS REPORTS/INTERIM NOTICES - Interims will be sent home with every student midway through each 9 weeks. Scheduled parent conferences will be held twice during the school year. Report Cards from children of parents not attending parent conferences will be sent home one week after the date of the conferences. Normally, interim reports are sent near the middle of the pupil progress reporting period. Hopefully, this early notice leads to improvement in the pupil progress before the grade becomes permanent. If unusual situations develop, an interim notice may be sent home at any time a teacher wishes to communicate with the child's parent. Special parent conferences may be arranged by calling the school at (Amesville – 448-2501 or Coolville – 667-3121).

PUPIL PROGRESS

The following grading scale has been adopted by the Federal Hocking School District.

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D -	60-62%
C+	77-79%	F	0-59%

3rd, 4th, 5th and 6th grade students will receive grades using the above grading scale for all subjects except music, physical education, art, and conduct. PE, Art, Music & Conduct will be reported using the following system:

S+	90-100%
S	80-89%
S-	70-79%
U	0-69%

K, 1st & 2nd grade students will move to a continuum report card that is non-graded. Teachers will explain the new reporting system at Parent/Teacher conferences so that all parents understand how their child's progress will be reported.

Emerging:

*Beginning awareness of concepts or skills.

Developing:

*Progressing towards understanding of concepts and skills with assistance from teacher, peers, and parents.

Achieving:

*Demonstrates understandings while applying skills and concepts independently.

Extending:

*Utilizes skills and concepts in innovative ways.

Honor Roll

3rd – 6th grade students will be awarded honor roll privileges if they receive all As 's or A's and B's on their report card. An awards assembly will be held at the end of the school year honoring these students.

RETENTION - The normal procedure in our school is for teachers to provide early communication with a parent concerning the possibility that a child is being considered for retention. Early communication provides time for changing background factors to be considered and for ensuring that all unusual background factors are considered.

PUPIL SERVICES/SUPPLIES

The following pupil services are available at Federal Hocking.

Psychological

A school psychologist is available on a scheduled basis.

Elementary School Counselor

A full time School Counselor is available at both Amesville and Coolville Elementary and is a district employee. You may reach the counselor by calling the school office.

Tri County Mental Health

Guidance Services may be provided through Tri County Mental Health upon request. You may reach the Tri County employee by calling the school office.

Band

Fifth and sixth grade students may participate in band. Information will come home with interested students at the beginning of the school year. **Students who begin band in the fall must stay in band the whole year due to scheduling difficulties when a child quits.**

School Outreach Worker:

Amesville and Coolville Elementary share the services of a School Outreach Worker. The School Outreach Worker is an employee of Athens County Children Services. You may contact the School Outreach Worker by calling the school office.

School Health

Health services are available through the Com Corps program that is partially sponsored through Ohio University. The following health screenings are normally provided by Com Corps workers and school personnel: Kindergarten and new student medical records check, vision screening, hearing screening, pediculosis head checks, and first aid.

PUPIL RECORDS - Permanent pupil record folders are maintained in the main office. These records include information about the following: personal information; academic progress; health information; and, test results. Parents have the right to review their child's permanent health folder in the presence of, and with the assistance of, a certified staff member. Records will be duplicated at no charge for school-related or approved use, such as transferring information to another school. A twenty-five cent per page photo copy charge will be assessed for records duplicated for a parent's personal use.

PHYSICAL EDUCATION (All Grades) - Rubber soled tennis shoes are required for physical education class. Turf shoes, hard shoes, or boots are unacceptable for physical education class. Students will not be allowed to participate without tennis shoes on. Students needing to sit out of class due to injury or illness, must provide a doctor's excuse in order to be excused from class participation.

CELL PHONES – Cell phones and other communication devices (pagers, etc.) are not permitted during school hours. Any cell phone observed during the school day, whether in use or not, will be confiscated and turned in to the office. **(1st offense- student can pick up phone at the end of the day; 2nd offense- parents must pick up the phone at the office; 3rd offense –phone will be kept in the office until the end of the year)**

MISCELLANEOUS

1. All students should bring appropriate paper and pencils for their school work.
2. All clothing and other personal items should be marked with indelible markers or by other means. (Ownership of unmarked identical jackets is difficult to establish.)
3. Unless requested by a teacher, students should not bring toys, radios, animals, or unusual (attention attracting) items to school. If these items are brought to school, they should immediately be given to the teacher. The school will not be responsible for the damage, loss, or theft of these items.
4. When another person’s property is found, the found item should be given to a teacher or returned to the office.
5. **If your child has any special health problems such as allergies, etc., please send a note to both the child’s teacher and the school office. Be sure any such problems are listed on the child’s emergency medical form.**
6. If the student develops unusual skin redness or itching, the principal may exclude a student from the school due to the possible existence of scabies or other communicable diseases. Students should not return to school while the condition continues to itch.
7. Students will not be permitted to attend school if they have open sores on their face.
8. Students will be removed from school due to evidence that a student has head lice. He/She will not be allowed to attend school or ride on the school bus until he/she has been taken to the school office and cleared for re-admittance.

9. A written note from a doctor is necessary for a child to be excused from participation in physical education.

10. Parents should provide consent for a child's participation in an activity located off school property.

11. All teachers are **required by law** to report all cases of suspected child abuse/neglect to Children's Services. Children must have warm clothing for outside recess in the winter. The lack of proper clothing, cleanliness, etc. may be reported.

12. In emergencies, no child is to leave or be taken out of the building unless the office personnel are notified. Requests for special custody arrangements, denial of visits by non-custodial parent, etc., must be made in writing with proof of custody to the principal.

13. Upon occasions, students need emergency clothing at school. Donations of clean clothing are accepted and used for this purpose. Surplus coats are accepted and will be forwarded to students in need of a coat.

14. School personnel are authorized to provide first aid. If a parent has specific information regarding the administration of first aid to his/her child, this information must be written on the emergency medical form. Also, please be sure that any health impairment, which could affect your child, is listed on that form.

15. **Adult Visitors to the School:** All visitors are to report to the office upon arrival to obtain a visitor's pass. They are **not** to go directly to the rooms. Parents wishing to pick up students may do so **only through the office**. Parents must sign out any student before they are removed from the school. Teachers are instructed **not** to release a child to anyone who does not have office authorization.

16. Student visitors to school are permitted only upon approval of the teacher whose classes are affected and the principal. Likewise, student visitors must have the advance permission of transportation supervisor Pat Tabler (662-6691, (ext. 115) if they are to ride the school buses. All arrangements must be approved by the school principal.

17. The school will not facilitate the distribution in school of party announcements etc., which invite only part of a class or group.

19. Athens County Emergency Medical Service may be called if a student is injured, ill or appears to be physically impaired.

20. Students are not permitted to bring pop to school.

21. Pop and food may not be consumed by students while they are riding the school bus.

22. Milk, 100% juice and water are available at mealtimes for students. To encourage positive eating habits and improve the health and well-being of our students, non nutritious beverages are discouraged.

23. Parents who suspect that their child should have a more thorough vision and/or hearing screening than we can provide at school may wish to contact the Athens City-County Health Department at 592-4431.

BOARD POLICYS.B. 178 MANDATED BY 7/1/92

PARENTAL INVOLVEMENT POLICY

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

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

The Board directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian involvement is encouraged. The regulations will:

1. Encourage strong home-school partnerships;
2. Provide for consistent and effective communication between the parent/guardian and school officials.

3. Offer ways to help parents/guardians assist and encourage their children to do their best.
4. Offers ways parents/guardians can support classroom learning activities.
5. Provide opportunities for parents/guardians to be involved in the parental involvement program.

LEGAL REF: ORC 3313.4719
REQUIREMENTS FOR TEACHERS IN A TITLE I BUILDING

All teachers in a district receiving Title I funds shall be “highly qualified.”

“Highly Qualified” means:

- a. Full State certification as a teacher (including an alternative educator license) or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on a temporary basis.
- b. For elementary teachers new to profession, this also requires:
 1. at least a bachelors degree
 2. passing a rigorous State test on the subject knowledge and teaching skills in reading, writing, math, and other subject areas of elementary curriculum (State certification test may suffice)
- c. For secondary or middle school teachers new to the profession this also requires:
 1. At least a bachelor’s degree, and
 2. Passing a rigorous State test in each of the subject areas he/she will teach (State certification test may suffice)
 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advance certification or credentialing.
- d. For elementary, middle, or secondary school teachers with prior experience, this also requires:
 1. at least a bachelor’s degree, and
 2. meets standards of new teachers (above), or
 3. demonstrates competence in all academic subjects s/he teaches based on uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the state).

Parents may request information regarding the professional qualities of the student's classroom teachers, including: If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which State qualifications of licensing criteria are waived; the teacher's baccalaureate degree major, graduate certification, and field of discipline; and whether the student is provided services by paraprofessionals, and if so, their qualifications.

CONFIDENTIALITY

Federal Hocking Schools adheres to the following law in regard to confidentiality of students' records. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and the regulations that implement it (34 C.F.R. Part 99) applies to any public or private entity that receives federal funds. Parents have the right to review their child's "education record", defined as "those records, files, documentations and other materials which contain information directly related to a student, and are maintained by an educational agency or institution." When a student becomes 18 or is attending college, the right to view the record transfers to the student. Parents may request corrections of the records, with the opportunity for a hearing if necessary.

With some exception, personally identifiable information in a student's record, except "directory information" may not be released by the school to a third party without a parent's "written consent". ("Directory information" is defined to mean "the student's name and participation in officially recognized activities.")

Some exceptions are:

1. A school may release information to school officials and teachers who have a "legitimate educational interest."
2. The education record can be sent to another school upon condition that parents are notified.
3. Personally identifiable data can be released for purposes of federal, state, or local audits; for law enforcement and for some educational research (provided the information will be destroyed when no longer needed.)
4. Student education records can be released without prior consent in an emergency when the information is necessary to protect the health and safety

of other students or other persons, and during investigation of acts of terrorism.

PARENT SIGNATURE PAGE

Please sign and return this page that you have read and discussed this handbook with your child.

Child's Name

Parent Signature

Teacher's Name