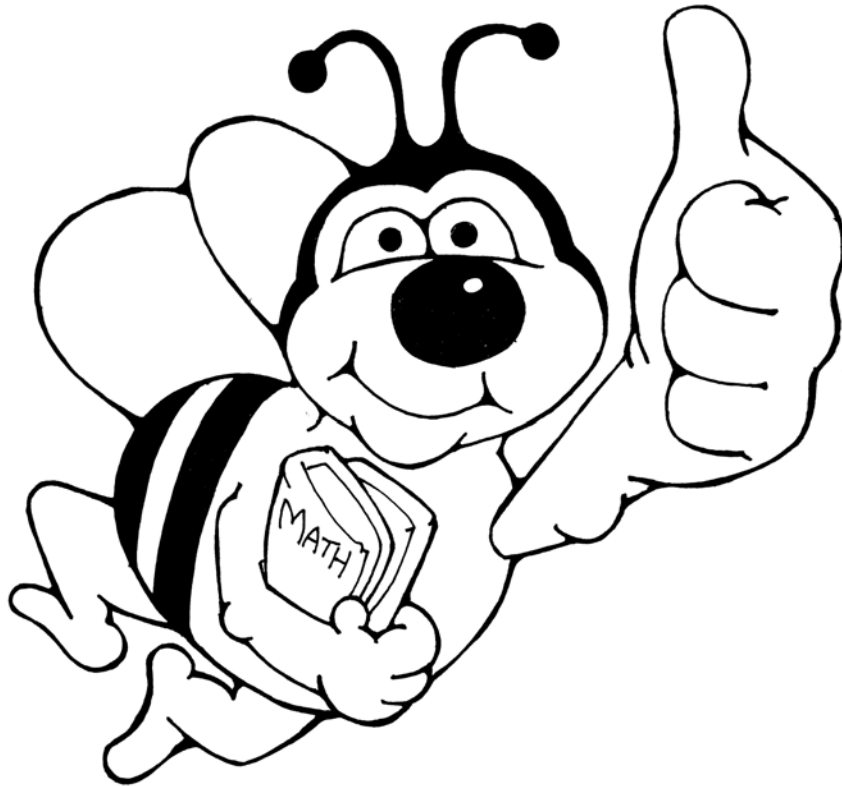


GARFIELD ELEMENTARY SCHOOL
STUDENT HANDBOOK
2011-2012



"BEE" THE DIFFERENCE

INFORMATION AT-A-GLANCE

ATTENDANCE PHONE NUMBER

330-636-4233

Please call before 9:00 a.m.

Give: Student's Name

Teacher's Name

Date

Reason for Absence

(Send a written excuse upon student's return.)

GOING HOME WITH A FRIEND OR CHANGING A DISMISSAL ROUTINE?

If a student's normal routine is to be altered, a note must be sent from home.

Without a note, the student's usual routine will be followed.

When going home with a friend, both students must have notes from home.

Please note: Busing may not be available to guest riders if the bus is filled to capacity.

DAILY SCHEDULE

First through Fifth Grade

8:45 a.m. - Students enter building

8:55 a.m. - Tardy Bell - students in class

11:00 – 11:50 – 3rd Gr. Recess/Lunch

11:05 – 11:55 - 2nd Gr. Lunch/Recess

11:55 – 12:45 – 1st Gr. Lunch/Recess

11:55 – 12:45 – EDK Lunch/Recess

12:25 – 1:15 – 4th Gr. Lunch/Recess

12:25 – 1:15 – 5th Gr. Recess/Lunch

3:25 p.m. - Dismissal for walkers/car riders

3:30 p.m. - Dismissal for bus riders

Kindergarten

8:45 a.m. – A.M. students enter building

8:55 a.m. – Tardy Bell – students in class

11:25 a.m. – Dismissal for a.m. Kindergarten

12:50 p.m. – P.M. students enter building

1:00 p.m. – Tardy Bell – students in class

3:30 p.m. – Dismissal for p.m. Kindergarten

GARFIELD OFFICE PHONE NUMBER

330-636-4200

Office hours are 8:15 a.m. – 4:00 p.m.

MEDINA CITY SCHOOLS/GARFIELD WEB PAGE

www.medinacityschoolsdistrict.org

WELCOME TO GARFIELD
Recognizing Potential ~ Maximizing Achievement

August, 2011

Dear Students and Parents:

On behalf of our entire staff, I am pleased to welcome you to Garfield Elementary School. Whether you are new to our school or whether you have been part of the Garfield family for a while, we hope you will find this school year to be a memorable and exciting one.

Our school motto, “Greatness Begins at Garfield”, is attained through the cooperative efforts of students, parents and staff. By joining in partnership, we can provide each child a rewarding education and enjoyable school experience.

This handbook should answer many of the questions you may have about the programs, policies and opportunities of Garfield School. Please take time to familiarize yourself with the information contained within. Please keep this handbook and refer to it when you need information throughout the school year. Reviewing these important rules and procedures will only help guarantee that your child will have the most successful year possible.

We invite all parents to become an active part of the Garfield family. We have an outstanding P.T.O. and volunteer program. All children benefit from strong partnerships between students, parents, teachers, support staff, administrators and our community. Such partnerships serve to strengthen the educational process.

You are always welcome to stop in and visit, to ask a question, or to share a concern. We are looking forward to sharing this year with you, and remember, at Garfield we can “bee” the difference!

Sincerely,

Karen McGinty
Principal

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MEDINA CITY SCHOOLS MISSION STATEMENT

The Medina City School District is a visionary organization whose mission is to:

- **Help students reach their maximum potential**
- **Instill enthusiasm for learning**
- **Engage in partnerships with involved families and community**



The Garfield Code of Conduct

We will be safe.

We will be responsible.

We will be respectful.

We will be focused.

We will "bee" the difference.

ABSENCES

When a student is unable to attend school, parents should call the school safety phone before 9:00 a.m. The number is **330-636-4233**. Parents should give the student's name, teacher's name, date and reason for the absence. If a parent forgets to call, the school will call the home or work to confirm the reason for the student's absence. **PLEASE** send a written note to school explaining the absence when your child returns to class.

Students who leave school during the day must be signed out on the proper register in the school office. Advanced notification to your child's teacher is requested.

Students who arrive after 10:40 a.m. or leave before 1:50 p.m. will be charged with $\frac{1}{2}$ day absence.

ATTENDANCE

One of the ingredients which promotes success in school is regular attendance. The Medina City Schools is committed to assuring that students attend school on a regular basis. In support of this position, the Board of Education has enacted the following policy:

A student who has accumulated:

- five (5) or more consecutive days or;
- seven (7) or more days in a month or;
- twelve (12) or more days in a year of unexcused absences is considered to be a "habitual truant."

A student who has accumulated:

- seven (7) or more consecutive days or;
- ten (10) or more days in a month or;
- fifteen (15) or more days in a year of unexcused absences is considered to be a "chronic truant."

There are several potential consequences for poor school attendance. The first and most obvious is the negative effect which poor school attendance can have on learning. Additionally, however, the following consequences may also result from poor school attendance:

*Referral to the Medina County Juvenile Court.

*Required attendance by the parent/guardian at a "School Attendance Seminar" offered by the school district;

*Filing of "Parent Educational Neglect" charges as outlined in Ohio Revised Code Section 3313.663 (A) (B) if parent/guardian fails to attend a scheduled School Attendance Seminar.

The Ohio Revised Code classifies absences from school as excused or unexcused. The following reasons constitute excused absence:

1. Personal illness
2. Illness in family
3. Quarantine of the home
4. Work at home due to the absence of parents/guardians
5. Death of a relative
6. Religious holiday
7. Emergency

AUTOMOBILE SAFETY

Parents are asked to use extreme caution when driving on or near school property. Automobile traffic in front of the school immediately before or after school hours is potentially hazardous. A safer situation would exist if parents would follow these rules:

1. All children should be picked up by parents in front of the school, on S. Broadway. Please do not park in the area between Garfield and The Drake building, in Dr. Nichols' lot across the street or on the playground.
2. Only transport children to and from school when absolutely necessary.
3. If planning to pick up a bus student, please notify the teacher and bus driver in writing.

Parents should also insist that children who live close by walk to and from school. This will help us tremendously with our traffic problem. Crosswalks should be used at all times when crossing the street in order to ensure student safety. Proper clothing will enable children to walk to and from school on inclement days. Should there be an extremely inclement weather at dismissal, the departure of students will be delayed until it is safe to release them.

BICYCLES/SCOOTERS

When traveling to and from school students must obey all traffic regulations. The school assumes no responsibility for bicycles/scooters. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. **Bicycles/scooters are not to be ridden on school grounds. It is strongly encouraged that only students in grades 4 and 5 are allowed to ride bicycles or scooters to and from school. Students are strongly encouraged to wear helmets.**

When riding to school students may ride until they reach the area of school property or the first safety patrol post, whichever comes first. Then students must disembark from their bicycles/scooters and walk the rest of the way. The reverse is true on the return trip home.

Remember, bike riding is a privilege that may be taken away if students are unable to follow safety rules.

Skateboarding is not permitted on school property or as transportation to and from school.

BIRTHDAYS

If a student wishes to celebrate a birthday, it is acceptable for a child to bring in a treat for the class if this is arranged in advance between parent and teacher. Please check in advance with your child's teacher to make sure there are no concerns about food allergies in your child's classroom. As a building wishing to promote better nutrition, parents are encouraged to provide "healthy" snacks. Examples include veggies, fruit, oatmeal cookies, cheese and crackers, low fat foods, etc. Balloon or flower deliveries to the school are highly discouraged. **Neither balloons nor flowers are permitted on school transportation.**

BOOK FAIRS

The purpose of the Book Fair is to offer quality literature to our school community at a reasonable cost and to generate funds to expand the library. The Media Center plans opportunities for students, staff, and parents to purchase books throughout the school year. Specific dates and times will be announced.

BULLYING POLICY

Anti-Harassment, Anti-Intimidation, Anti-Bullying Model Policy (Revised 5/14/07)

The State Board of Education adopted an anti-harassment and anti-bullying policy in October, 2004 Per Section 3313.666 of the Ohio Revised Code we must:

1. Establish a policy prohibiting harassment, intimidation or bullying
2. Include in student handbook and employee training materials
3. Clearly define what harassment, intimidation or bullying are:

Harassment, Intimidation or Bullying - means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student **AND**
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

Does include electronically transmitted acts that meet the above two standards.

Guidelines:

-Pay special attention to the words chosen or action taken, whether it occurred in front of others or was communicated to others and the motivation

-Any activity conducted on or off school property that is sponsored, recognized or authorized by the Ohio Board of Education

Complaint Processes

Formal Complaints

1. Students or parents/guardians may file reports
2. Reports must be written and reasonably specific including person(s) involved, number of times and places, the target of the suspected harassment, intimidation and/or bullying and names of student or staff witnesses
3. Can be filed with any staff member but must be promptly forwarded to the building principal for review

Informal Complaints

1. Shall be reasonably specific
2. Any staff member who receives such a complaint shall document it in writing and forward to the building principal for review

Anonymous Complaints

1. Students who make complaints can request their name be maintained in confidence
2. These complaints shall be reviewed and reasonable action taken to address the situation

Teachers must:

1. If witness acts of harassment, intimidation or bullying, promptly notify the building principal and/or his/her designee and promptly file a written incident report concerning the events witnessed
2. If they receive a report they shall promptly notify the building principal and/or his/her designee
3. If they receive an informal complaint they will prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day to the building principal and/or his/her designee)

Principals must:

1. Investigate and write a written report when the investigation is complete, including:
 - a. Findings of fact
 - b. Determination of whether acts of harassment, intimidation or bullying were verified
 - c. When verified, a recommendation for intervention, including disciplinary action
 - i. Intervention intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
 - ii. Peer mediation and instruction in bullying may be appropriate.
 - d. When appropriate, witness statements shall be attached

Report to Parents of Perpetrator:

When verified, the principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of the finding; if consequences are imposed against such student, a description of such discipline shall be included in such notification

Report to Parents of Victim:

If verified, the principal shall notify the parent or guardian of the victim of such finding. Care must be taken to respect the statutory privacy rights of the perpetrator

- e. When complaint is anonymous the investigation will be limited, this may include restricting action to a simple review of the complaints, subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.
2. Send copy of this report to Student Services

BUS CONDUCT

Please see "Student Conduct Code - Bus Rules" for specific bus rules. Safety is a major concern. Students are expected to be seated immediately upon entering a bus and are required to exhibit good behavior during their ride to and from school. Infractions of the bus rules will be brought to the attention of parents. Repeated misbehavior on a school bus could result in the denial of transportation for a period of several school days or for as long as a full semester.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the transportation department. (A child not scheduled to ride a bus and/or a student wishing to ride a bus other than the assigned bus, must bring a signed note from his/her parents requesting the change in transportation.) If a child is visiting a friend, **both families must** notify the office by **note**. Only after receiving both notes will the office supply the student(s) with a bus pass. The note from home should include the **date** and also the **address** of your child's destination. **Please note: Transportation will not allow guest riders on buses that are filled to capacity.** Please check with the school office before making plans.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Students may leave their table only when excused. These basic rules are emphasized every day:

1. Stay in your seat with feet on the floor, hands to yourself, and no throwing of any objects.
2. Show respect to all lunchroom personnel, your peers, and all school property.
3. Clean up the area where you have been eating.
4. Talk at a reasonable volume.
5. No cutting in line.
6. Raise your hand for help.

CALENDAR

A yearly school calendar can be found on the Medina City Schools website at medinacityschooldistrict.org. Special reminders of holidays and school events appear in the Garfield newsletter and in the Bee Informed, the district newsletter.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship caused by abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

In the event that there is no school, this information will be broadcast on local radio stations and on local television stations 3, 5, 8 and cable channel 36. The information will be released at the earliest possible moment and repeated several times during programming. Please do not call the school. (See Emergency Closings for a complete listing of radio and TV stations.)

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry, expensive toys, Ipods, handheld video games or irreplaceable items should **NOT** be brought to school. The school may confiscate such items and return them to the student's parents.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. The new information should be sent to school in a written note.

COLLECTION OF MONEY

Money being sent to school for any purpose should be enclosed in an envelope with the child's name clearly written on the outside of the envelope. The correct amount of money or a check should be sent. Since checks received by our school must be deposited in specific accounts, please do not include payment for more than one item in a check.



COMPUTER/INTERNET ACCESS

Upon registration, students receive a Computer/Internet Access Agreement. Parents must sign this form in order for their student(s) to utilize the computers in our building.

CONFERENCES

Parent-teacher conferences are scheduled in late October and early November for grades K-5. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. Sign up sheets for the November parent-teacher conferences will be available in the classrooms during our open house in August. It is not necessary to wait for the regular conference time if there is a special concern. Parent conferences are encouraged and can be arranged at any time during the school year, when the need is appropriate.

COUNSELORS

A professional counselor has been assigned to our building. A counselor will be available to assist students with social problems and crisis situations. Students are referred by teachers or upon parent request. The counselor's direct number is (330)636-4207.

CURRICULUM

The Medina City Schools is a standards-based district. Standards, benchmarks, and grade level indicators have been developed for every subject area taught and every grade level. Student progress in these areas is assessed through state diagnostic tests, achievement tests, selected standardized tests and locally developed and teacher developed measures. Students at the elementary level receive instruction in language arts, mathematics, social studies, science, and health. Classes in art, music, physical education and media are also offered by teachers with special certification. Additional special programs include an intervention program, which provides remedial help in reading. One or more diagnostic tests may be used to determine eligibility for this program. Garfield School also has special programs for children with diagnosed disabilities, such as developmental delays, multiple handicaps, hearing impairments, or specific learning disabilities in speech and language disabilities. Eligibility for these classes is determined through a multi-factored evaluation only after parental permission has been secured. Instruction for students with disabilities is guided by an Individual Education Plan (IEP).

CYBERBULLYING

Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, Youtube, Facebook, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio. This would also include making threatening or inappropriate comments to any staff member or student associated with the district.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be dismissed for these special appointments.

Students are not permitted to walk from the school to doctor or dental appointments alone. Students who will be leaving for appointments should bring in a note. Parents are to stop in the office and sign the child out and then stop in the office upon returning to school to sign in the child.

DRESS CODE RECOMMENDATIONS

Parents and children should exercise good judgment in the selection of school clothing. Our dress code is based on the belief that well-groomed children and good work habits are closely related. Personal hygiene and cleanliness are essential. Garfield School has no specific dress code other than the recommendation that clothes be clean, in good taste and appropriate for the existing weather conditions. Specific recommendations, however, exist in the following areas:

1. Shorts may be worn throughout the year, if appropriate. (On most days, students participate in an outside recess. Consequently, a day of 20-degree temperatures may not be an appropriate shorts day.)
2. Bermuda length shorts are most appropriate. Short shorts and tight fitting shorts are not permitted. The general rule is that shorts should be **closer to the knee** than the top of the leg and should not be too tight or see-through. Students **may not** wear spandex or bike shorts.
3. Students may not wear tank tops, "spaghetti" strap tops, shirts or blouses that expose the "tummy", halter tops, cut off T-shirts, heavy metal chains, or bright fluorescent sprayed or dyed hair.
4. Garments promoting drugs or vulgarity will not be permitted.
5. Shoes, jackets and other garments **should be labeled** with the student's name.
6. Please make sure students are dressed for the weather, especially for the cold weather. Students will go outside for recess, even for a short interval during the frigid winter months. Boots, hats, gloves and snow pants are sometimes necessary.
7. Make-up and glitter are discouraged.

8. Any type of dress or grooming which is disruptive/inappropriate will not be permitted. Students generally conduct themselves in a manner similar to the way in which they dress and groom. Please assist your child in dressing appropriately for their school day. If a student's attire is unacceptable, a call may be made home notifying parents.
9. No scarves, bandanas, or hats are to be worn in school except on spirit days.
10. Sandals are permitted but not "flip-flop" style sandals. All shoes must have backs.
11. The principal reserves the right to make adjustments to the dress code at any time.

DRUG FREE POLICY

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, chemicals which release toxic vapors, any controlled substance as defined by Ohio statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When appropriate or required by state law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

EMERGENCY CLOSINGS

If it is necessary that Medina City Schools be closed for any reason, an announcement will be made over the radio stations serving the area. It is a good practice to listen to a radio every school day morning for an hour or so before your child is expected to arrive at school. The following stations carry Medina City Schools' news:

<u>FM Stations:</u>	WCPN - 89.5	WZJM - 92.3	WZAK - 93.1
	WQMX - 94.9	WCLV - 95.6	WKDD - 96.5
	WGAR - 99.5	WNIR - 100.0	WMMS - 100.7
	WDOK - 102.1	WQAL - 104.1	WMJI - 105.7
	WNWV - 107.3	WENZ - 107.9	
<u>AM Stations:</u>	WRMR - 850	WEOL - 930	WCCD - 1000
	WTAM - 1100	WKNR - 1220	WMIH - 1260
	WELW - 1330	WSLR - 1350	WHK - 1420
	WJMO - 1490	WAKR - 1590	
<u>TV Stations:</u>	WEWS - 5	FOX - 8	WOIO - 19
	WUAB - 43	WKYC - 3	School Channel 36



Please do not call the school. This information will be released as early as possible and will be repeated several times. Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY CONTACT INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

This information is to be provided on the emergency forms which are sent home with your child on the first day of school.

ENROLLING IN SCHOOL

Students are required to enroll in the attendance district in which they live. New students must be enrolled by a parent or legal guardian. The following is needed to enroll:

- *a birth certificate or similar document
- *court papers allocating parental rights and responsibilities or custody (when appropriate)

- *proof of residency
- *proof of immunizations

In some cases, a temporary enrollment may be permitted. In this case, the parents will be told what records are needed to make the enrollment complete. In order to schedule an appointment for registration, please call Laura at 330-636-3100.

EXTRA-CURRICULAR ACTIVITIES

Chess Club - chess club is for any students in grades 3-5. It is an after school activity that ends at 4:30. It will be one day per week, but the day will not be determined until closer to the start time. Permission slips go home the first week after winter break and the club starts the following week. The students do not need to know how to play when they start chess club. The students are split into groups based on ability level. The club runs until April when all the elementary schools in Medina get together for a tournament for the top players from each school.

Honors Choir - Honors choir is offered to older students on a tryout basis. Honors choir is available first and/or second semester. Practices are on Wednesday morning at 7:30 a.m. Performances are held throughout the year at the school and other community locations. The teacher will notify choir members of scheduled events.

Ski Club - Students in grades 4 and 5 who are interested in learning to "downhill" ski may join the school's Ski Club. The skiing sessions will occur on six consecutive Friday evenings starting on the first Friday in January. The skiing will take place at Brandywine Ski Resort, which is just north of Akron. Student cost for the program varies from year to year.

FEES

The school charges a variety of fees for different services and materials used over the course of one school year. This fee covers the cost of math journals, language arts materials, art class supplies, and science supplies. Fees should be paid promptly at the start of each school year. The school fees are as follows:

- Kindergarten ~ \$20.00
- Grades 1 and 2 ~ \$43.00
- Grades 3-5 ~ \$50.00

All checks should be made payable to: Medina City Schools. Payments for fees must be made separately from any other payments. If there is a financial problem regarding the payment of school fees, the situation should be brought to the attention of the principal and suitable arrangements can be made. Students will be charged an additional fee to replace lost or damaged books.

FIELD TRIPS

From time to time throughout the year classrooms will schedule field trips. The purpose of a field trip is to provide outside experience for children related to the curriculum. Classroom teachers may contact parents to help supervise children on some field trips. Transportation may be provided by school buses. Written permission is required before a child can leave the school grounds and participate in a field trip. The school will provide a form for this purpose.

FIRE AND TORNADO DRILLS

Fire drills are conducted once a month and tornado drills are conducted a number of times each semester. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved quickly to these designated areas in a safe, quiet and orderly manner.



GIFTED EDUCATION INFORMATION

In accordance with Section 3324.01 through 3324.07 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted, Medina City Schools has established procedures to identify students who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability

To receive information on district policy for the identification of gifted and the assessments used, go to the website: <http://www.medinacityschooldistrict.org/site.cfm/Administration/Department-of-Instruction/Gifted/Testing-for-Gifted-Identificat.cfm>

GUM

Our school has a three part policy which governs the use of gum during school hours:

1) NO GUM, 2) NO GUM, 3) NO GUM

HEALTH SERVICES

Whenever a student becomes ill at school and wants to go home, the student will go to the office with a pass from his/her teacher. No student will be excused to go home unless one of the parents or designee is personally contacted and the school is given permission to release a student. It is imperative that all contact information is updated on the Emergency Medical Form each school year. If any changes occur during the school year, please notify the school office with written instructions.

Please list any medical concerns on the **Emergency Medical form** and update annually. If listing Diabetes, Seizures, Food Allergies, Bee Allergies, or if an additional Medical Action plan is needed for your student contact your school office and pick up the necessary paperwork prior to the start of each school year. This information is needed to follow if a medical emergency arises regarding said condition. It is the parent/guardians' responsibility to notify the school of any life threatening medical conditions and to provide the necessary supplies to manage the care of their student while they are at school.

Should it be necessary for a student to take any medication at school, parents/guardians **MUST** adhere to the Board of Education procedure. It should be understood that office personnel are forbidden to diagnose ailments or dispense any medication without a medical authorization form, this includes over the counter medication such as Tylenol or Motrin. Medication forms are available in the school office or online and can be faxed back to the school after being completed and signed. Prescription medication must have a **Physician signature** to be dispensed at school. All medication prescription or non-prescription must be kept in the school office/clinic. Any medication should be brought into the office in their original container by a parent/guardian and is to be picked up at the school by a parent/ guardian. Students are **NOT** permitted to transport medication to or from school. All medication not picked up at the end of the school year will be disposed of 2 weeks after the last student day.

New Medication/ Medical action plans must be submitted **each** school year. **Parent** meetings are essential and encouraged if your student has a specific medical condition **contact** the school office to make these arrangements for your student. Asthma inhalers and Epipen /Twinjet devices may be self carried by students with specific medical conditions. All related paperwork must be completed, submitted to the office, and specify location of medication during the school day.

Health Regulations: Pre-school **physicals** must be completed prior to the start of the school year. **All** Immunizations must be updated and complete by the **14th** day after school starts. **Each dose** of vaccine should be denoted by a **complete Month/Day/Year** in the school immunization record. Students who **do not** meet or exceed minimum immunization requirements will be **excluded from school unless** a medical contraindication exists and a physician's statement is submitted. Objection on religious or philosophical grounds is valid only when written to this effect-these **Exempt** forms are available in the school office and must be signed by a parent/guardian. Students who are exempt will be required to stay home at the notification of a related communicable disease. Students in Ohio who have a communicable disease or nuisance condition (lice) will be **excluded** from school in accordance with the recommendations from the Ohio Department of Health (ODH). The ODH Communicable disease chart is available through the Ohio Department of Jobs and Family Services website.

Clinic/Accidents or Illnesses: The clinic is located in the school office. Students are sent to the clinic for routine treatment of minor injuries or illnesses. In more serious cases, parents are contacted to take students home. Routine non-prescription medication is **not** available for dispensing during the school day. Our school secretaries handle students sent to the clinic during the majority of the week. A nurse or health aide is available in the building for a few hours each day to dispense medications to specific students, insure medical records are in order and screen for vision, hearing and scoliosis at designated grade levels. The school attempts to provide an environment in which students will be safe from accidents. If an accident does occur, first aid will be administered. First aid implies an ice pack, a simple bandage or

washing of a cut with soap and water. Parents will be notified in situations judged to be serious, including head injury and bee sting allergy. The clinic does not treat home accidents or illnesses. **No** student is to call a parent/guardian from the school phones or a cell phone and leave the building without permission. It should be understood that office personnel and clinic staff are forbidden to diagnose ailments. Students who are too sick to attend class are generally too sick to remain in school. Please report communicable diseases to the school office. Principals will investigate reasons for an unusual number of clinic visits and parent/guardian will be notified. Parents must provide the school the names of relative(s), neighbor(s), and/or health care provider who the school could contact if they are unable to reach them in case of emergency. If no one is available **911** will be called if the health condition warrants.

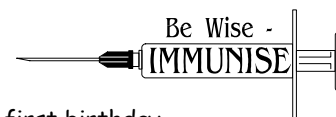
The Home and School must work together to promote the health and wellness of the student. Healthy students are better learners! It is the goal of the school staff to keep students in class, but if your child shows signs of illness during the **24 hours** preceding a school session they should remain at home. Symptoms such as fever (100 degrees orally), cold, rash, swollen glands, diarrhea, vomiting, etc. are sufficient reasons to keep a child home. Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will be only for the contagious period as specified in the School's Administrative guidelines. In the case of non-casual contact communicable diseases (STDS- Sexually transmitted diseases, AIDS -Acquired Immune Deficiency Syndrome, ARC-Aids related complex, HIV- Human Immunodeficiency, Hepatitis B and other diseases) the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Additional information: Food Allergy policy, Forms and Immunization schedule, along with other Health and Wellness material is available on the Medina City Schools web site: www.medinacityschoolsdistrict.org, Student Services tab or The Medina County Schools' ESC web site: www.medina-esc.org, Nursing Services tab.

IMMUNIZATIONS

A complete immunization chart is available at The Ohio Department of Education website or at www.medina-esc.org. The immunizations required by law are:

DtaP/DPT/DT: (Diphtheris, Tetanus, Pertussis)	5 doses	Any combination if the fourth dose was administered prior to the 4 th birthday.
POLIO:	4 doses	
MMR: (Measles, Mumps, Rubella)	2 doses	Dose 1 administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B: (Hepatitis B)	3 doses	Second dose must be administered at least 28 days after the first dose. Third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must be administered before age 24 weeks.
VARICELLA (Chickenpox)		1 dose must be administered on or after the first birthday.



LEAVING SCHOOL GROUNDS

Students are not to leave school property during school hours for any reason without proper supervision and approval from authorized personnel. Students will be excused to leave only with their parents or designee. All children must meet their parents in the school office before leaving the building, and all parents must sign their children out in the office.

LOCKERS

Students who are provided with lockers are expected to keep them clean and not to abuse them in any way. All articles brought to school should be labeled with the name of the student. The school cannot be responsible for valuables left in lockers. Locks for lockers are not practical for Garfield because of time schedules and the sharing with several students. Sometimes there may be special circumstances which require a student to carry cash or valuables to school. Cash or valuables can be safeguarded by giving them to the teacher for safekeeping.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Non-students are not permitted on school property at any time unless they have permission from the school office. Children should not be on the playground equipment at dismissal time as there is no adult supervision at that time. We have also been asked by our neighbors at the Medina Library to make Garfield students and families aware that children should not be in the library unless they are accompanied by an adult chaperone.

LOST AND FOUND

All clothing, lunch boxes and toys are placed in the lost and found bins located by the office. Money, jewelry or any other items of value are kept in the office. Unclaimed articles are given to local charities several times throughout the year and at the end of the school year.

LUNCH PROCEDURE

Our cafeteria uses a computer/debit system for lunch accounts. Each student has been assigned a 6-digit PIN number which is used to access his/her cafeteria account. The PIN number will remain the same each year. Please note the following cafeteria procedures:

- Send payment in an envelope to the child's teacher. **Please be sure to include your student's name, PIN number, grade, and teacher's name on the envelope.** Payment envelopes will be sent to the cafeteria each morning to be entered by the cafeteria manager. Checks should be made out to: Garfield Cafeteria.
- Checks or money orders must be made out for the exact amount. Change can not be given from checks or money order.
- Your child may purchase lunch, milk, juice, water or snacks with his/her lunch account. If you would only wish for your child to purchase (examples): "Lunches only", "Lunches/Milk only", "Milk only", "Snack on Friday" etc. please specify when you are sending in payment. We will then add a note to his/her account. If spending is not specified it will then be assumed that the money on the account can be spent any way the child wishes.
- At lunchtime, each student will enter his/her PIN number while going through the lunch line whether purchasing lunch, milk, or ala carte items.
- Students will be told when their lunch account is close to depleted. They will also be given a reminder notice to take home.
- Money can be added to your student's account at any time. Please note: There are **NO REFUNDS!**

Any questions or comments regarding the lunch procedure should be directed to the Medina City Schools Food Services Dept. at 330-636-4380.

LUNCH PRICES

Student Lunch	\$2.25
Milk	\$.40

Students who pack lunches are encouraged to bring or buy juice or milk. Carbonated beverages, especially super-caffeinated types are discouraged. Parents are always invited to join their child for lunch in the school cafeteria. If you wish to purchase a school lunch, please call our



cafeteria manager in the morning at 330-636-4210 and order a lunch. Cafeteria rules are designed to make eating more enjoyable. Parents are asked to review them with their child. (See Cafeteria Rules.)

MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. A student will have the same number of days equal to the number of days absent to complete work upon their return. A student may not make-up work for credit for an unexcused absence. Parents may request homework for an absent student by calling the school office **no later than 10:15 a.m.** This advanced notice is needed to allow the teacher time to gather the student's assignments.

NATIONAL "GO TO WORK WITH YOUR PARENT DAY"

Medina City Schools recognizes the value of children learning about the adult world of work by participating in job shadowing opportunities. However, regular school attendance is critical to school academic success. If feasible, we encourage you to take your child to work on a non-school day, such as during a school vacation day or during the summer, instead of April. This way your child can benefit from a real work experience without missing an important day of school academics.

If you choose to have your child participate in the national "Go to Work with Your Parent" day, please:

A. Notify the school office as far in advance as possible that your child will miss a day of school. A form is available in the school office. This allows the teacher to prepare makeup work and for you, the student, and the school to reach a mutually agreeable due date for the following required project.

B. Turn in a project or report to share highlights of the day and what the student learned from the work experience. Individual teachers may request that this project be shared with the entire class through a presentation. This project is in addition to the regular schoolwork which must be made up from the missed day of school. This is still counted as a day absent from school.

Students who fulfill these requirements will be given an excused absence. Students who do not will receive an unexcused absence for the day.

NEWSLETTER

A school newsletter containing items of interest to students and parents will be distributed the first part of each month. Classroom and individual notices and reminders will also be sent home periodically. In addition, the school district's Community Information Coordinator compiles the Bee Informed, an informative, monthly supplement to the Medina County Gazette.



NON-DISCRIMINATION STATEMENT

It is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex or handicap.

The following persons are responsible for compliance within the designated areas:

Title IX Coordinator

(non-discrimination on the basis of sex)

Director of Instruction, 330-636-3070

Title VI Coordinator

(non-discrimination on the basis of race, color or national origin)

Director of Student Services, 330-636-3090

Section 504 Coordinator

(non-discrimination on the basis of handicap)

Director of Student Services, 330-636-3090

Questions or requests for information should be directed to the appropriate office.

OFF CAMPUS TRANSPORTATION

Transportation to special events (field trips) during school hours will be provided by the school. Based upon board policy, students attending school sponsored off campus events after school hours (co-curricular events) must travel by school vehicle or with their own parent. No parent is allowed to transport a child from another family to/from an off campus school event.

PARENT INVOLVEMENT POLICY

The Board of Education has adopted a policy (#2111) which states that significant learning by a student is more likely to occur when an effective partnership between the school and the student's parents exists. Such a partnership means a mutual belief in and **commitment** to significant educational goals for a student, collaboration is the means for accomplishing those goals, **cooperation** on developing and implementing solutions to problems that may be encountered, and continuing **communication** regarding the progress in accomplishing the goals. To read the policy in its entirety, go to the following website: www.neola.com/medina-oh/policies/po2111.htm.

PARENT VOLUNTEERS

Medina City Schools considers its parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs and extra curricular activities. Our parent volunteer program is sponsored by the P.T.O. Information sheets are sent home at the beginning of the school year or call the school office @ 330-636-4200 and ask to speak with Mrs. McGinty if you would like to get involved.

PETS

No pets, of any kind, are allowed at school without permission. Often, parents and students will walk to and from school with their pets. Pets should not be brought onto school property. In no case should pets be on the playground while students are playing, waiting to get into the building, or being released from school.



PHOTO DISCLAIMER/PRIVACY RIGHTS

The Federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information" to certain people or institutions, unless you complete the FERPA form, requesting that such information not be released. The FERPA form is available on the MCS website at www.medinacityschooldistrict.org. In many cases, requests for this type of information come from the news media. "Directory information" may include:

- student name, address and telephone number;
- date and place of birth;
- participation in officially recognized activities and sports;
- dates of attendance;
- the most recent educational agency or institution attended by the student;
- photographs or other similar information.

We will not release any "directory information" for commercial or other purposes not related to school business. Occasions may arise throughout the school year in which your child might be photographed by school personnel or news media. Such photos, slides or videotapes might be used at the building level such as in a memory book; at the district level, such as in the Bee Informed; or in a local media, such as an article for the Gazette or a television feature. If parents have objections to their child's identified photo or name being used in this way, or if you do not wish us to release "directory information" it is the parents' responsibility to contact the child's school in writing.



PICTURES

Individual student pictures and class pictures will be taken in the fall. School picture package information is sent home well in advance of the actual day the photos are taken. Purchase of school pictures is optional, although every child's picture is taken for our school records. A picture retake day is scheduled for those students who may have missed the original day or whose picture package warrants a retake. Our school makes a profit on the school picture program, the entirety of which is used to fund activities, assemblies, and awards for our students.

PLAYGROUND

School staff will supervise the playground during recess. Outdoor recess is always scheduled when weather permits. During extremely cold or rainy days, recess is conducted indoors. In winter months, parents are asked to always dress students as if they would be going outside in cold weather. Generally speaking, recess will be indoors if the temperature is below 20 degrees F.

Please note the following list of our Recess/Playground rules:

Garfield Recess/Playground Rules

General Rules:

1. Visitors must check in at the office before coming out to the playground.
2. No siblings will be permitted to play on the playground equipment during recess times.
3. No dogs are allowed in the playground area during recess time.
4. The parking area should be avoided at all times.
5. Play away from the building and classroom windows
6. Only touch football is permitted. Absolutely NO tackle football!
7. Food should be eaten in the cafeteria, not on the playground or in the halls.
8. Students are to line up quickly and quietly at the designated entrance door as soon as the bell rings. No stragglers!
9. Students are to dress for the weather. If a coat is worn to school it must be worn out to recess. It may be tied around the waist if it becomes too warm.
10. Pushing, punching, grabbing, holding or jumping on one another is not permitted at any time. Also, students should not carry each other. Students in violation may be put in "time out".
11. No stone, dirt, or stick throwing at any time.
12. Students are encouraged to share all equipment.
13. Profane language will not be tolerated.
14. Children are expected to show respect for one another and for all adults.
15. No tag games are permitted on or around the equipment area.

Swings:

1. Swing straight forward and backward, not sideways.
2. Sit down and swing. ONE person on the swing at a time.
3. No locking of feet with a neighbor or spinning.
4. No "under-dogs" or dangerous pushing.
5. No student should be walking or playing around the swings.



Equipment:

1. One child down the slide at a time.
2. Slide only in a seated position.
3. No running or climbing up the slides.
4. No toys on the slide.
5. No crowding on the bridges.
6. Walk on the walkways.
7. No climbing on top of the tunnels.
8. No tag games on the equipment.
9. Do not walk under the equipment.
10. Wait your turn while using the equipment. One at a time!



Snow Rules:

1. If a student wears snow pants and boots they may go into the snow to play.
2. No picking up or throwing snow at any time!
3. All students should stay away from ice on the playground.

The playground is not supervised before or after school. Students are not permitted to play on the playground before school and are expected to leave for home immediately following dismissal.

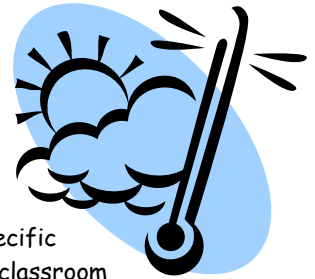
P.T.O.

The Garfield P.T.O. (Parent Teacher Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled every month during the school year and they are announced in advance. Officers are elected in the spring for the following school year and serve a one year

term. Each year the P.T.O. sponsors several money-making projects. With the help of all parents, these projects can be very successful. These projects allow P.T.O. to fund many important activities at the school.

RECESS POLICIES

Weather permitting, students have recess each day for at least 25 minutes. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Generally speaking, recess will be indoors if the temperature is below 20 degrees F (wind chill). Shorter recess times may be scheduled for very cold days. Students should always dress for outside recess. All students will participate in outdoor recess unless a written medical excuse is provided. Please see "PLAYGROUND" for a specific list of Garfield's Recess/Playground Rules. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing with toys, etc., are usually allowed by the teacher in charge.



RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent. To withdraw a student from school it is necessary to notify the school office of the student's new address, new school and last day of attendance at Garfield. Once the student is registered at the new school and a release of records form has been signed by the parent, Garfield will be authorized to forward the students records. The student's records will be mailed to the new school when the office receives the release of records request.

REPORT CARDS

Report cards are issued at either the completion of each nine-week grading period, or at the completion of each trimester, depending on grade level. The first progress report for most students is presented to parents at the November conference. Please carefully review your child's progress at report card time as well as throughout the school year. Contact your child's teacher if you have any questions regarding grades or progress. These reports are to give you and your child an idea of how the grading period is progressing for him/her. They can give your child an opportunity to see trouble spots and improve upon them. Fourth and fifth grade students will be issued a password at the beginning of the school year for our Parent Assist Module (PAM). This system allows parents to access a personalized report of their child's performance online. Teachers will send home periodic reminders for parents to check PAM. If you lose your child's password just call the office and we will be able to assist you at any point during the school year.

SAFETY

The safety of your child is one of our major concerns. Your cooperation in reminding your child of the following rules would be very helpful:

1. Walk on sidewalks, both on school property and in residential areas.
2. Streets are to be crossed only at intersections.
3. Obey the crossing guards.
4. Refuse to enter the automobiles of strangers.
5. Be considerate of adults driving cars and other students who are walking/riding.

Playgrounds or the school grounds in general are not supervised before or after school. Therefore, your child should not arrive too far in advance of the entry bell, nor should students linger on school property after dismissal. (See also Fire and Tornado Drills and Automobile Safety.)

SCHOOL STORE

The school store sells school supplies before school. Items that can be purchased in the school store are notebook filler pads, glue, pencils, ballpoint pens, erasers, scissors, assignment pads and other miscellaneous items.

SECURITY

We have a comprehensive School Safety Program which is outlined in our School Safety Handbook and is overseen by building safety and security committees. Periodically, students and staff members will practice evacuation, fire, tornado, and lockdown drills. Fire drill procedures may be used when it is important to evacuate the building. Tornado procedures may be used in situations when it is important to move students away from outside wall/windows to the

interior of the building. Lockdown drills may be used in situations where students need to remain secure until further instructions are given to relocate or evacuate sections of the building. During a national "Code Red" alert, such as the events of September 11, 2001, the following precautions will be instituted:

All visitors will enter the building through the main entrance. Building personnel will be reassigned so that the front entrance is monitored at all times and visitors will need to check in with that door monitor. Visitors must report to the office. All visitors, including parents, must show photo ID to the office personnel. (These procedures are similar to the regular visitor sign-in procedure). In any emergency, parents or other authorized persons may pick up children from school. Please be sure that the Emergency Release Form is updated and accurate. **STUDENTS MAY BE RELEASED TO PERSONS NAMED ON THE EMERGENCY RELEASE FORM ONLY.** In the event of a local, state, or national incident, the school district will act according to the directives of the emergency management officials.

STUDENT CONDUCT CODE

The Board approved Student Conduct Code for Garfield is included in this handbook and posted in various locations within the building. Additional copies are available in the office.

The Board of Education:

1. Expects the teacher-pupil relationship to be one of mutual respect.
2. Recognizes the teacher as the person in authority in the classroom and building.
3. Authorizes principals to use such reasonable disciplinary measures as deemed necessary to insure a properly functioning school.
4. Gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct, whether on or off school property, which directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Garfield School students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and *does not* imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion.

SOME POSSIBLE DISCIPLINARY ACTIONS

1. Verbal reprimand
2. Student-teacher conference
3. Notification of parents in writing or over the telephone
4. Lunch detention
5. Loss of privilege - such as recess, assembly, field trips, etc., or assigned cleaning detail
6. Items removed, collected and/or destroyed
7. Detention - Detentions may be held from 3:30 - 4:00 on any school day. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
8. Parent-teacher conference
9. Counseling
10. Behavior Contract
11. Referral to the school nurse or school psychologist
12. Referral to public service or medical agencies
13. Removal from class
14. Notification of police, juvenile court, or other proper authorities
15. Social Privilege Removal - Students are not permitted to participate in or attend after school events, practices, club meetings, etc.
16. Denial of Participation in Extra Curricular Activities or Special School Activities- In accordance with the rules for the activity and/or school rules, advisors may deny participation in special activities.
17. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat

of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances, the student may not participate in any school function or be on school grounds.

18. Bus Removal - During bus removal students are not permitted to ride any school bus.

19. In-School Restriction (1-10 days) During In-School Restriction students attend school, but work in an isolated area. Students are to be in the In-School Restriction throughout the entire school day. Students may not participate in after-school activities while serving time in the In-School Restriction. Failure to comply with the rules of the In-School Restriction will result in additional days of In-School Restriction or out-of-school suspension, or expulsion as appropriate.

20. Out of school suspension (1-10 days). During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their schoolwork and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.

21. Expulsion (1-80 days). Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled. In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one day of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice to the Superintendent's office. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

EXPULSION

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year. When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

STUDENT CONDUCT CODE- RIGHTS AND RESPONSIBILITIES

Students attend Medina City Schools under the direction of state law and with the full benefit of constitutional protection for their rights. Students, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, written in conformity with Ohio Revised Code 3313.661, specifies some expectations of the school system by stating acts and actions which are not permitted. Students have the right to reasonable treatment from the school system and its employees. The system, in turn has the right to expect reasonable behavior from students. The freedom possessed by all citizens carries with it responsibilities for all citizens. Students share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. Students should have a voice in the formulation of school policies and decisions.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Following is a list of major areas that could result in disciplinary action. An explanation of each behavior and consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

RULES OF CONDUCT

A violation of any rule may result in disciplinary action including but not limited to, denial of privileges, assignments, reprimands, detention, remedial assignments, emergency removal, suspensions, and expulsion and notification of local authority.

1. USE OF DRUGS

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. The length of the suspension may be reduced with participation in the Medina City Schools Insight Program.

2. USE OF TOBACCO

Smoking and other tobacco use are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. The prohibition also applies when going to and from school and at school bus stops. The length of the suspension may be reduced with participation in the Medina City Schools Insight Program.

3. STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others.

4. POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

5. USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten or harm another may be considered a weapon. This violation may subject a student to expulsion and possible permanent exclusion.

6. PURPOSELY SETTING A FIRE

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

7. PHYSICALLY ASSAULTING A STAFF MEMBER, STUDENT OR PERSON ASSOCIATED WITH THE DISTRICT

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and may subject the student to expulsion.

8. VERBALLY THREATENING A STAFF MEMBER, STUDENT OR PERSON ASSOCIATED WITH THE DISTRICT

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat or profanity directed toward a staff member in a threatening tone can be considered a verbal assault.

9. EXTORTION

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

10. GAMBLING

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students betting on activities in which they are involved may also be banned from that activity.

11. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

12. FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building.

13. EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

14. TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. Visitors are required to sign in and receive permission to be in the building. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

15. THEFT

Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property. When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials.

16. DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

17. DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated.

18. PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.

19. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

20. REFUSING TO ACCEPT DISCIPLINE

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

21. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined.

22. DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes contact that may be considered sexual in nature.

23. POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes," portable TV's, pagers, cellular telephones and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Cell phones may be brought to school but are to be turned off and left in the student's book bag.

24. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

25. DISRUPTION OF THE EDUCATION PROCESS

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

26. HARASSMENT

(See Bullying Policy)

27. MISCONDUCT OUTSIDE OF SCHOOL HOURS

A student shall not engage in any misconduct off school property or outside of school hours, which affects the operations of the school or clearly endangers the safety and welfare of students or employees.

28. BUS MISCONDUCT

A student shall not engage in any misconduct which endangers the safe operation of the bus or the safety and well being of the driver and passengers of the bus. The student conduct code applies on the bus just as it does in school. (See bus rules for more details.)

a. Verbal warning to suspension, including possible suspension from the bus.

Bus Rules

- a. Parents and pupils must assume that school bus transportation is a **privilege** to the student, **not a right**.
- b. **Pupils will ride on assigned buses only. Parents must request, in writing, to permit deviation from this rule.**
- c. Pupils will ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is presented to the office for approval. Bring the note from your parents to the office when you arrive in the morning and your bus pass will be delivered to your classroom before the end of the school day. Remember that signed notes, not phone calls, are the only acceptable way for this to be handled.
- d. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule.
- e. Buses are operated on a time schedule as outlined by the transportation administrator.
- f. Parents will be responsible for any damage to a bus by their children.
- g. Eating and littering are not permitted on buses.
- h. Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
- i. Absolute quiet must be maintained at railroad crossings or other danger areas.
- j. Nothing shall be thrown out of the bus or anything held so its extends out of the window.
- k. All parts of pupils' bodies shall be kept inside the school bus at all times.
- l. Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning.
- m. Pupils shall sit three to a seat and no standing shall be allowed as long as seats are available. Seats may be assigned by driver to maintain order and for evacuation purposes.
- n. All students shall conduct themselves in such a way as to insure the safety of all other passengers. Any misconduct that endangers the safety and well being of passengers will result in disciplinary action including denial of bus transportation, suspension, and/or possible expulsion.
- o. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversations are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing a student transportation due to misconduct; the school administration shall notify parents of such refusal with a full explanation for this action.

STUDENT RECORDS

Student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. The Board designates as student "directory information": a student's names; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.


SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Students who are not in their seats, when the bell rings at 8:55 a.m., are considered tardy. A student accumulating more than three unexcused tardy slips during a grading period will be considered *excessively tardy*. The same procedure followed for excessive absences will also be followed for excessive tardiness. Parents who bring students to school after 8:55 a.m. must come in the school office and sign in their child.

TELEPHONE



The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements. Transportation arrangements should be discussed and clearly communicated with your child prior to departing for school in the morning if these arrangements differ from the usual arrangements. Phone calls to this effect should not be made during the school day unless an emergency situation should occur. Students and teachers will not be called out of class to receive a call unless it is an emergency. In addition, calls will not be transferred to rooms during instructional time.

TESTING SCHEDULE

Our school administrators group standardized intelligence and achievement tests. The In ViewTest is administered in grade 4. Parents will be notified in advance of the testing dates and after the scores have been returned to the school. State required Diagnostic Tests are given in grades 1 and 2 in reading, writing, and math, and in writing only in grade 3. The tests are teacher-administered and scored. Parents receive a letter in the spring with information about their child's performance. The State Achievement Tests are also administered each year. Third graders take the Reading Achievement Test in October and April. Fourth graders will take three Achievement Tests in reading, writing, and math in April. Fifth graders will take the Achievement Tests in reading, math, and science in April. Your child's teacher, principal, or the school psychologist will be happy to interpret these test scores with you.

TEXTBOOKS

Textbooks issued to students are the property of the school and should be properly maintained. Therefore, we expect that all hardbound textbooks be covered, either with a commercial book cover or a homemade version. Students will be financially responsible for any damage that is determined to be beyond normal wear, to textbooks.



VACATIONS

Traveling can be a valuable experience; however, the educational returns are not comparable to student-teacher classroom interaction. Consequently, parents are encouraged to plan vacations when school is NOT in session. Since this is not always possible, make-up work should be requested well in advance of the vacation date. Notify the child's classroom teacher of the dates when the child will be absent. A form will be sent home with your child prior to the vacation date(s) for your signature. Please notify the principal and teacher(s), in writing, at least 2 weeks in advance of a family trip or vacation.

Please note:

- *All work will be made up after the vacation, with a time limit based on the amount of time absent from school, with a maximum of one week for all make-up work.
- *It will be the parent's responsibility to supervise the make-up work and check it before it is returned to the teacher.
 - *No grades will be given, only credit for satisfactory completion.
- *Children in Grades 3-5 may be asked to keep a day-by-day diary of experiences and events of the vacation, which should be shared with the class.
- *The first five days of vacation are considered an excused absence. After five days the absence is unexcused.

*Any vacation beyond 10 days requires that a student is withdrawn from school with a home-school plan in place. Upon returning, the student must re-register to attend school in our district.

VISITING POLICY

Visitors, particularly parents, are welcome at our school. In order to properly monitor the safety of students and staff, all people visiting must report directly to the school office upon entering the building. If you have come to pick up your child, the school secretary will call your child to the office over the public address system. If you wish to visit your child's classroom during the school day, please make these arrangements in advance with your child's teacher. In this instance, please report to the office first where you will be issued a visitor's pass. Although school personnel are used to having adults in the building, you may be requested to show your visitor's pass. This policy is used to protect the children in the building from harm or unauthorized removal. We hope that you understand that it is not our intent to make you feel defensive about your presence in the building--our intent is to ensure the safety of students.

Former students often like to come back to our school to visit their former teachers. We welcome these students, but ask that they come back only on Mondays after school dismissal. They will need to go to the office and sign in and take a visitor badge. Students are not allowed to bring students from other schools to our school as visitors during the school day.

WALKING STUDENTS

Students who walk to school should come straight to school. Remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. Crossing guards will assist walking students at busy intersections. Have a plan in place with your student in the event of inclement weather at dismissal. It is not always possible to reach students at the end of the school day with phone messages. Discuss in advance what your student should do at dismissal in the event of rainy/snowy weather.



