



Blanchester Local School District

Empower. Prepare. Inspire. Collaborate.

PUTMAN ELEMENTARY
STUDENT
HANDBOOK

BLANCHESTER SCHOOL DISTRICT
WWW.BLAN.ORG

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Welcome to Putman Elementary. This handbook is designed to help you and your child have a successful school year. The handbook consists of rules and expectations that your child must follow in the Elementary building. Please take time to review the rules with your child. The students will be expected to follow these school rules. Please refer to this handbook for future reference about rules, regulations, and policies for Putman Elementary.

GENERAL INFORMATION

ARRIVAL AND DISMISSAL

- Our doors open to students at 8:45 AM
- Our dismissal procedures begin at 3:30 PM
- Parents dropping off and picking up students use the driveway in front of Putman Elementary.
- Students who need to be picked up early contact the office prior to 2:00 PM.
- Please contact the school office to get your ID Tag for your vehicle. If you did not receive one on the first day of school.

Arrival

- Parents will drop off student(s) in front of the building and students will enter the building. Parents will drive off continuing through the driveway. Staff members will assist students as they enter the building.
- There is no gathering in front of the building by parents and students; everyone is to remain in their vehicle.

Dismissal

- Parents will enter the driveway and travel to the end of the sidewalk with the school ID Tag hung from the rearview mirror.
- Staff will bring students to the vehicle.
- Staff will not release students without a vehicle ID Tag. Parents would need to park their vehicle and contact the office for further instructions.

Students will have a Key Tag attached to their backpack with the same ID # that matches the vehicle ID Tag.

TRANSPORTATION

A Transportation Form must be completed at the beginning of each school year. Students will be dismissed based on the information provided on the Transportation Form. **Students are no longer allowed to ride home on a bus that is not their originally assigned bus.** If you have an address change or babysitter change during the school year you must contact the Transportation Department and update the Transportation Form on FinalForms.

If there is a change to your child's normal way of going home, please notify the office by 2:00 pm or send in a note with your child. If the office is not notified prior to 2:00 pm of any changes, the child will be sent home as usual.

VISITORS AND VOLUNTEERS

Visitors and volunteers are required to sign in at the office. Visitor badges must be worn at all times when in the building. These procedures will assist in providing a safe environment. We encourage visitations and volunteering, but require that you arrange these visits with the teacher before coming to school. Parents are encouraged to keep open communication with classroom teachers. Teachers have regularly assigned times when conferences can be scheduled. Any conference with teachers should be scheduled in advance.

A **volunteer** is defined as an individual who will volunteer his or her time in the Blanchester School District to provide direct services or supervision of students. This individual can have direct contact with students and may be out of view for extended periods of time, under limited supervision by staff. This individual must submit to criminal background check.

A **visitor** is defined as an individual who will provide direct services to students with limited contact and continuous supervision by staff. This individual cannot be out of view with students for any amount of time. This individual does not need to submit to a background check. Parents who plan to attend a class party must request permission from the

teacher ahead of time. Teachers will submit a list to the office of all parents who are permitted to attend the party. This policy is for security reasons. For issues with visitation due to custodial rights, the office must have court documentation.

**A background check is required and needs to be on file with Putman Elementary to chaperone any field trips.

PARENT ACCESS TO PROGRESS BOOK

Parents may access their child's progress using our on-line grading system. Each student and parent will have a personalized username and password. At the beginning of the year or when a child is enrolled, parents will be given necessary information and steps to access their child's grades. Please contact the office with any questions in regards to this program.

SCHOOL TELEPHONES AND CONTACTING TEACHERS

Students are not permitted to use the school phones unless there is an emergency. Students are not permitted to have cellular phones. You can contact teachers at your convenience. Teachers will answer their phones during their planning periods, but have voice mail if they are not available. Teachers also have e-mail. All staff contact information may be obtained on the district website (www.blan.org)

SCHOOL FEES AND FINES

Students attending Putman Elementary are required to pay a student supply fee. In accordance with board policy, report cards and records will be withheld for those students who have not met financial obligations and/or have not returned all school/district property. Unpaid fees will accumulate each year and students will not receive his or her diploma at time of graduation. Unpaid fees will be reported to other districts in the event a student changes district. If it is not possible to pay at one time, we accept quarterly payments.

LUNCH PROGRAM

Breakfast and lunch are served each day in the cafeteria. Student lunches may be purchased or if your child wishes to bring a packed lunch, milk is available for purchase. Please limit the amount of candy and NO sodas! Please make sure your child remembers to bring lunch money. Putman Elementary participates in the Federal School Lunch Program. Applications for this program will be sent at the beginning of the school year. Students will be notified of their eligibility after their application has been reviewed. Students paying for lunch may pay in advance or on a daily basis. Accounts will be kept in the cafeteria's computer system and will be confidential.

BIRTHDAYS/SPECIAL OCCASIONS

Students having parties away from school are **not** allowed to pass out invitations at school, as children have their feelings hurt when they are not invited.

Please do not send flowers, balloons, etc. to school for your child's birthday, as it is disruptive to the classroom.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

FERPA provides that parents have the right to:

- Inspect and review educational records;
- Seek to amend educational records;
- Consent to the disclosure of personally identifiable information from educational records except as specified by law

EQUAL EDUCATIONAL OPPORTUNITY (TITLE IX) – (RF-BBP:JB)

It is the policy of this district to provide an equal educational opportunity. No student in Blanchester Local Schools shall, on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status be excluded from or denied enrollment in any academic activity or course offerings.

Any person who believes they have been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provided that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's program and facilities.

The Blanchester Local School District provides a variety of Special Education programs and services. The education of ALL Handicapped Children Act of 1975 gives each handicapped student the right to a free, appropriate public education on an individualized education plan developed in consultation with the parent.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in the procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the student's guidance counselor.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal or guidance counselor.

RIGHTS AND RESPONSIBILITIES – (RF – ORC Section 5104.38)

All students have a right to an education. That right carries with it responsibilities primarily, to respect the rights of others.

Students attending Blanchester Local Schools have a right to reasonable treatment from the school and its employees. The school in turn has a right to expect reasonable behavior from students.

One of the primary goals of our school is to provide a safe and orderly environment. This goal places learning as a top priority; nothing shall interfere. History has shown that certain student actions are not compatible with the words "safe" and "orderly." The code of conduct within this handbook was adopted by the Blanchester Board of Education. It describes the types of misconduct that will subject a student to disciplinary actions.

By law, Blanchester administrators and staff are granted the responsibility of "in loco parentis." Blanchester administrators and staff have the right to expect respect, cooperation and consideration of their students at all times. Students are considered under the jurisdiction of the school while on school property, on buses, or at any school sponsored activities, away sporting events, contests, trips, etc.

Freedom carries not only privileges but also responsibilities for all concerned.

PARENT EMERGENCY REUNIFICATION

The Blanchester Local School District takes the safety and security of our staff and students very seriously. As part of an Ohio Revised Code requirement, the District is required to inform students and parents/guardians of our emergency parental notification protocols.

In the event of an emergency where an evacuation of the school building is necessary, we have identified an off-site location (reunification site) to get students to safety. In any emergency, we will disseminate information through our One Call system and website. We will continue to provide updates through the above avenues as needed.

We are asking parents to be sure that their emergency contact information is always up to date in our files in order to be contacted in case of emergency. Please contact our building secretary to make any necessary changes.

For reunification purposes we will only release students to individuals on their emergency forms. Proper ID is also required to release students.

COMMUNICATION

COMMUNICATION FOLDER

Communication from school will come home in a folder that may come home daily. Items include: newsletters, notices, reminders, flyers, graded work, and any other school information.

IMPORTANT FORMS

Blanchester Local Schools has partnered with FinalForms, an online forms and data management service that will be replacing paper forms. FinalForms allows you to complete and sign back-to-school and athletic participation forms for your students. FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! There are directions on the district website titled FinalForms Information.

It is imperative that the school office be notified immediately of a change in address, home or office telephone number, or emergency information during the academic school year. You will miss valuable information and are putting your child at risk if we do not know how to reach you. Please be sure your address and phone numbers are correct at all times. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

The school will communicate important information via One-Call, FinalForms, District Website, District Facebook and District Twitter. If your number is not working, the system reports that information to us and we will ask you to give us a good number. This is a way to notify parents of upcoming events and activities, requirements, and/or emergency situations. Again, please be sure your phone numbers are correctly listed with the school.

HEALTH

CLINIC

Parents are responsible for informing the school each year of their child's specific health problems, especially life-threatening bee sting or food allergies. This includes medications that are not taken at school, especially if they are important to your child's well-being. If the child requires an epi-pen for allergies, the parents are responsible for providing the school with the medication and a signed physician's statement directing when and how the epi-pen is to be administered. Please call the school at 783-2681 with health concerns. Putman has a nurse who is available in the district throughout the day.

MEDICATIONS

Students needing occasional medications, such as antibiotics, medicines for colds, earaches and sore throats, are to take those medications at home, if possible. However, if a physician indicates that it is necessary for your child to take medications during school hours, the following procedures must be followed:

1. Prior to submission, the parent/guardian and the prescribing physician or other licensed professional must complete their required section of the Medication Consent Form. A consent form for each medication, prescription or non-prescription (Tylenol, Advil, Tums, etc.) must be completed and returned to the school before trained school personnel will administer any medication. This form can be obtained in our school's office.
2. All prescription medication must be sent to school in a properly labeled container from the pharmacy with the child's name on the container, the name of the medication, the dose of the medication, the time the medication is to be given, the dates when administration is to begin and end, any severe reactions that should be reported to the physician, the physician phone number, and any special instruction for administration of the drug. Nonprescription medication should be sent in its original container.
3. The medications and signed forms must be delivered to school by the parent/guardian. *Students are not permitted to carry or transport medication.*
4. Parents are responsible for picking up unused medications at the end of the school year.
These will not be sent home with the student.

5. New request forms must be submitted each year and whenever there is any change in the medication order by the prescribing physician or licensed professional (i.e. an increase or decrease in dosage).

Minor cuts and scrapes will be cleaned and bandaged in the clinic in the main office. If an injury requires more than a Band-Aid, if there is any type of head injury, vomiting, or if the temperature is above 100, we will attempt to notify the parent or guardian. A message will be left and other emergency contacts will be contacted.

PROTOCOL

Management of Pediculosis (Head Lice Infestation)

Blanchester Local Schools are committed to providing a healthy environment in which each student can learn. Our district head lice protocol falls under the communicable disease policy. The protocol is based on evidence based practice and the recommendations of the Centers for Disease Control, American Academy of Pediatrics, the Ohio Department of Health and the National Association of School Nurses. Public health scientific evidence describes head lice as “a nuisance, but they have not been shown to spread disease.” (<http://www.cdc.gov>) Thus, efforts to manage pediculosis in our schools will focus only on those children with infestations, will protect the confidentiality and integrity of the student/family involved, and will not disrupt the educational process.

DEFINITIONS:

Pediculosis infestation: The presence of live lice. Only live lice cause infestation. The presence of nits close (4-6 mm) to the scalp only suggests (does not confirm) a lice infestation. Nits: the tiny eggs of head lice. Not all nits are viable eggs. The literature varies in description of a viable nit. Thus, our policy will consider nits found more than 1 cm from the scalp to be likely not viable.

PROCEDURE:

A) If a student is found to have pediculosis (live lice infestation):

Parent Notified:

- An initial attempt will be made to notify the parent by phone;
 - If the initial attempt to notify the parent by phone is not successful, written notice will be sent home with the child in a sealed envelope.
 - The student ***may be sent home from school*** at the discretion of the school nurse, in consultation with the Administrator, or designee (see Exclusion procedure).
 - The parent is instructed that the child must be appropriately treated before returning to school.
 - It is appropriate to have the student’s head checked upon returning to school.
 - If the infestation remains:
 - The child will not be permitted to return to the classroom until the parent has successfully removed all live lice.
 - If nits are found (and no active infestation remains):
 - The student is permitted to attend school.
 - The parent will be instructed to continue efforts to delouse (remove nits) at least daily for the next two weeks.
 - Follow up head checks may be done by trained school staff to confirm pediculosis management efforts.
- Parents of the student’s classmates will be notified by letter if there is an outbreak of cases in an elementary classroom as determined by the School Nurse, in consultation with the Administration, or designee. Older students change classes and have less likelihood of head-to-head contact. Thus, those parents will be notified at the discretion of the School Administrator and/or School Nurse.

B) If a student is found to have nits in the hair (no live lice detected):

- The parent is notified:
 - An initial attempt will be made to notify the parent by phone;
 - If the initial attempt to notify the parent by phone is not successful, written notice will be sent home with the child in a sealed envelope.
 - The parent will be encouraged to continue delousing efforts (remove nits) at least daily for the next two weeks.

The student is not sent home from school in the absence of an active infestation (nits only)

C) *Exclusion Procedures:*

- In the rare case that a student has a severe pediculosis infestation that may be disruptive to the learning environment, the School Administrator and/or School Nurse may consider exclusion. This measure will be taken with careful consideration.

- a. The return of a student after exclusion will necessitate a head check with evidence of progress in head lice management (evidence is elimination of live lice and a decrease in the number of nits).
- b. It may be appropriate in the judgment of the school nurse to monitor the progress of live lice management over a period of time in these rare cases. The goal of such monitoring is to support the student/family in eradication of the pest and foster the student's continued learning (attendance in school).

ATTENDANCE

Student success in school is directly related to attendance. Elementary students are expected to attend school on a regular basis. It is the parent's responsibility at the elementary level to see that the children are in school every day and on time each day. When it is necessary for a student to miss school, the parents are required to contact the school between the hours of 8:00 and 10:00 a.m. After 9:30 you will receive a phone call checking on your child's absence. If no contact is made between the school and parent/guardian, a note is required to excuse the absence. The law requires that action be taken against parents/guardians who do not send their children to school on a regular basis. Absence from school is excused for the following reasons under section 3301-51-13 of the Ohio Revised Code.

ATTENDANCE POLICY

I. Goal:

The goal of Blanchester school district is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. **To help ensure that our students achieve that success, Blanchester school district has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.**

II. Attendance Guidelines

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty-five (65) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty-five (65) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused;

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. **The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school.** Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. **A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused.** If an excuse is not accepted by the school, the original

will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

B. Long Term Personal Illness: If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

C. Chronic Illness: Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.

D. Head Lice: Students who are excluded from school due to head lice are allowed day of discovery plus one additional day, additional days are unexcused. Students need to be checked in prior to returning to school. If school detects live lice, child will not be able to return but absence will be excused for that day.

E. Illness or Injury in the Family: Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

F. Quarantine of the Home: Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc. A copy of the refused excuse will be maintained in the student's file.

G. Death in the Family: Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.

H. Observance of Religious Holidays: Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.

I. College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments: The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

J. Court Appointments: In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.

K. Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;

L. Other: The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

A. Any absence other than those described above.

B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:

- a. Missing the school bus.
- b. Experiencing transportation problems at home or on the way to school.
- c. Remaining at home to complete school assignments.
- d. Missing school without legitimate illness.
- e. Oversleeping.
- f. "My mom didn't get me up."
- g. Not having suitable clothing to wear to school.
- h. Working at a job during the school day without a proper work permit.
- i. Babysitting.
- j. Any form of recreation (unless pre-approved vacation days).
- k. Personal business that can be done after school or on the weekends.
- l. "Helping at home" or "was needed at home."
- m. "I had a game last night."
- n. Pictures or portraits.
- o. Hunting season.

V. Absence Notification Procedures

A. Immediate Notification: As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence;

i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you phone. If phone contact is unsuccessful

ii. A reported absence may still be determined to be unexcused according to the absence policy.

- B. Ways of Reporting Absences: Absences will be considered reported if:
- i. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
 - ii. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
 - iii. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

A. If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.

B. If a student is absent without legitimate excuse for forty-two (42) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.

C. Once a student is absent for thirty-eight (38) hours in a month or sixty-five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))

D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)

E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court.(RC 3321.191(C)(2))

- 1) If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.

F. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

VACATION/EDUCATIONAL OPTION

Parents are required to plan all vacations to correspond with the district calendar. In the event that a conflict exists, the parent must contact the principal's office in advance of the student's absence from school. An educational option application must be approved and filed with the school one week prior to the absence. In deciding to approve an educational option application, the principal will consider prior attendance, satisfactory progress, and that it is a genuine family vacation with educational opportunities. Educational option applications cannot exceed five school days in one year. All work assigned during the vacation must be completed and returned on the first day back to school.

SCHOOL CLOSING/EARLY DISMISSAL

As winter approaches unsafe weather conditions exist, we may have to close school early. If this happens, radio and television stations will be contacted and the district website will be updated. The One Call system will also send out notification.

ACADEMICS

ASSESSMENTS (Grades K-3)

We use many assessments to measure student progress. Below are descriptions of the assessments we use:

- MAP (Measurement of Progress)
- Classroom assessments
- Ohio State Assessments (ELA and Math) – third grade only

LIBRARY

1st, 2nd and 3rd graders will be able to check out book(s) depending on grade level, from the library weekly. The book(s) must be returned before the child can check out other books. Books not returned or lost will need to be replaced by the student.

PHYSICAL EDUCATION

Students are expected to have gym shoes to wear on days they have physical education classes. It is dangerous for students to be running, etc. in sandals or other loose-fitting shoes. Students are welcome to change their shoes before class. Parents are asked to send shoes that do not mark the gym floor. Student grades will reflect inappropriate dress. Thank you for your cooperation.

SCHOOLWORK

Students will have an equal number of days to make up class work missed due to an excused absence. If you would like to pick-up your child's work, you must contact the office by 9:00 am to give adequate time to the teacher to gather the necessary material.

GRADING

The district-wide grading scale is:

Outstanding (Advanced)	100 - 90	A
Above Average (Accelerated)	89 - 80	B
Average (Proficient)	79 - 70	C
Having Difficulty (Basic)	69 - 60	D
Failing (Limited)	59 or below	F

PROMOTION and RETENTION

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors: reading grades, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, grade average per board policy and Third Grade Guarantee. By the end of third quarter, parents will be notified if the staff believes it would be in the best interest of the student to be retained. The final decision of retention is left to the building principal.

REQUIREMENTS UNDER THE THIRD GRADE READING GUARANTEE Each year, schools must retain students who score below the promotion score on Ohio's grade 3 English language arts test, unless those students are exempt from retention under the Third Grade Reading Guarantee

REPORT CARDS

Students in Kindergarten and 1st grade will have standard based report cards. Kindergarten progress reports are sent home at the end of each semester. Students in grades 1-3 will receive quarterly grade cards (4) throughout the year. Interim reports will be sent home with 2nd and 3rd grade students midway through each quarter. Conferences are scheduled in the fall and spring to discuss student progress.

Students in grades 1-3 will receive semester grades in specials.

Preschool progress reports are sent home at the end of each semester.

STUDENT SERVICES

The following services are available to your child at Putman Elementary School. Some services require formal evaluation and testing.

Health Services - All students will be periodically screened for vision, hearing, and scoliosis. If there is a problem in any of these areas, the school nurse will contact the parents. If parents have health-related questions, they are encouraged to call the school nurse.

Student Support – A collaborative team will look at the individual needs of a student to provide additional support.

Special Education Services - These services are supplied by specially trained and certified teachers and are available to students who meet federal and state guidelines.

Guidance – We have guidance services provided by the Counseling Source and Solutions. A fee may be associated with services, but may also be covered by most insurance.

DISCIPLINE AND EXPECTATIONS

DISCIPLINE:

Our school is in the process of implementing PBIS (Positive Behavioral Interventions and Supports). School-wide PBIS is a multi-tiered framework to make schools more effective places. It establishes a social culture and the behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students.

Our school is also going to be using PAX Good Behavior Game. When the PAX Game is used in the classroom, it creates a more peaceful environment – which leads to a safe, happy, and healthy classroom and school where children are open to learning.

If there are any behavior concerns with your child, you will be notified by your child's teacher.

EXPECTATIONS:

WILDCAT WAY

- Respectful
- Responsible
- Safe

BUS RULES

- Obey bus driver at all times.
- No eating or drinking on bus.
- Remain seated until bus comes to complete stop at your destination.
- Keep hands, feet and other belongings to yourself.
- Keep aisle clear.
- Keep noise to a minimum.
- Do not throw anything inside or outside the bus.
- Use appropriate language.
- Sit in your assigned seat.

HANDWASHING

- Wet hands.
- 1 squirt of soap to kill germs.
- Scrub hands (front, back, between fingers)
- Rinse off hands.
- Shake excess water off hands into sink
- Use Dryer or Paper Towels

	<u>RESPECTFUL</u>	<u>RESPONSIBLE</u>	<u>SAFE</u>
<u>HALLWAY</u>	<p><u>Remain quiet at all times</u></p> <p><u>Listen and follow directions given</u></p>	<p><u>Keep hands and feet off walls</u></p> <p><u>Keep hands and feet to self</u></p> <p><u>Walk on right side of hallway</u></p> <p><u>Walk in a straight line with your class</u></p>	<p><u>Keep proper distance between yourself and others</u></p> <p><u>One person, one step, and one hand on rail on steps.</u></p>
<u>RESTROOM</u>	<p><u>Keep restroom clean</u></p> <p><u>Respect the privacy of others</u></p> <p><u>Flush toilet after use</u></p>	<p><u>Wait your turn</u></p> <p><u>Use facilities quickly and quietly</u></p>	<p><u>No hanging or climbing on stalls or toilets</u></p> <p><u>Watch for slippery floors</u></p>
<u>WATER FOUNTAIN</u>	<p><u>Wait your turn</u></p> <p><u>Count to 5 while getting drink then move on</u></p>	<p><u>Push bar softly</u></p> <p><u>Use water wisely, don't waste</u></p> <p><u>Don't play at the fountain</u></p>	<p><u>One student at a time</u></p> <p><u>Watch for slippery floors</u></p> <p><u>Keep mouth off of spout</u></p>
<u>PLAYGROUND</u>	<p><u>Exit building and enter playground safely</u></p> <p><u>Listen to adults in charge</u></p> <p><u>Stay in designated play area</u></p> <p><u>Share, take turns</u></p>	<p><u>Show good sportsmanship</u></p> <p><u>Leave equipment in the same condition as when you arrived</u></p> <p><u>Listen to adults in charge</u></p>	<p><u>Keep hands and feet to yourself</u></p> <p><u>Use playground equipment correctly and properly</u></p> <p><u>Line up, enter & exit building quickly and quietly</u></p>
<u>CAFETERIA</u>	<p><u>Use your manners</u></p> <p><u>Speak kindly and use inside voice</u></p> <p><u>Stay in your own space</u></p> <p><u>Be patient, wait your turn</u></p>	<p><u>Clean up your own space</u></p> <p><u>Raise hand to ask for help</u></p> <p><u>Listen to adults in charge</u></p>	<p><u>Line up properly</u></p> <p><u>Stay seated</u></p> <p><u>Eat your own food</u></p>

	<u>RESPECTFUL</u>	<u>RESPONSIBLE</u>	<u>SAFE</u>
<u>ASSEMBLY/ EVENTS</u>	<u>Sitting on bottom so others can see, hands in lap.</u> <u>Listening/looking at speakers (active listening).</u> <u>Proper participation.</u>	<u>Accountable for your behavior, manage yourself</u> <u>Think about how your behavior affects others</u>	<u>Maintain personal space</u> <u>Hands and feet to yourself.</u> <u>Arrive/dismiss in an orderly fashion</u>
<u>ARRIVAL/ DISMISSAL</u>	<u>Follow directions the first time given</u> <u>Be where you're supposed to be</u>	<u>Walk to class immediately when the bell rings</u> <u>Be in class by 8:55</u>	<u>Stay on sidewalk</u> <u>Walk when entering/exiting building</u>

CODE OF CONDUCT (RF-BBP:JFC)

Misconduct Prior to Enrollment: An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours, or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the district.

DISCIPLINARY CODE

The Board of Education has adopted the following Student Code Conduct. 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 the terms contained in the list.

The following policy sets forth expectations prohibiting certain types of student conduct either:

1. On the school grounds, during, before, or after school.
2. On the school grounds at any time when the school is being used by a group or organization.
3. Off the school grounds, if on a school bus or at a school activity, function, or event.

A student found to be in violation of any of these rules may be suspended for a period up to ten (10) days or be expelled for duration of up to eighty (80) days. It shall be the decision of the proper school administrator, after carefully weighing the facts and the circumstances pertaining to an incident of misconduct, to use corrective measures that are most appropriate.

1. **Disruption of School** - A student shall not by his/her actions, dress, or appearance disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare and safety of him/her and others.
2. **Electronic Devices** – Radios, CD Players, cellular phones, cameras, camera phones, electronic games, MP3 players, and/or other small electronic devices must be stored in students' lockers (which are to be locked) during the school day. They may not be carried to class in a pocket, purse, and/or other carrying apparatus. Items not properly stored will be confiscated and disciplinary action will be taken. Confiscated items must be picked up by a parent/guardian. **These items can be confiscated for the amount of time the administrator deems appropriate, which may be until the end of the school year.** At the end of the school year items not picked up will be discarded.
3. **Vandalism and/or Destruction** - At no time shall students cause or attempt to cause damage to school property or to private property on school grounds. This includes any student(s) that knowingly change the normal operation of his/her locker and/or other school equipment.

4. **Physical Violence, Bullying, & Harassment** - No student shall harass, fight, cause harm or threaten to cause harm to another person. This includes intimidation, bullying, humiliation and tormenting others. Physical violence, threats of physical violence, and/or the provocation of physical violence cannot and will not be tolerated. Even if it is the first offense it will receive severe disciplinary action. Differences and disagreements should be worked out through mediation services available. Intentional injury to another can be a felony and/or cause for civil action.
5. **Dangerous Objects** - No student shall bring, have, give, throw, or hide any dangerous objects, capable of injuring himself/herself or others. Knives, guns, matches, lighters, firecrackers, stones, snowballs and other similar items are included. 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. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Criminal charges may be filed for this violation.
6. **Tobacco** - No student shall have in his/her possession or use tobacco on school property. The school prohibits the sale, distribution, and use of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. This includes but is not limited to paraphernalia, papers, lighters, and other material associated with tobacco.
7. **Drugs, Alcohol, Narcotics & Other Illegal Substances** - Students in violation of this code will be counseled about the availability of services through the Chemical Dependency Program. Students shall not have, use or be under the influence of alcoholic beverages, illegal drugs, narcotics and drug paraphernalia on school property, or at any school-sponsored activity. This also includes "look-alike", counterfeit drugs and/or paraphernalia, which includes but is not limited to papers, lighters, and other material associated with drugs, alcohol, narcotics and other illegal substances. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.
8. **School Buses/Transportation** - A student shall not violate the rules and regulations for student conduct on the school buses. (See Also: Transportation Disciplinary Guide)
9. **Profanity** - No student shall swear, use profane or vulgar language, gestures and/or written forms of profanity. This includes but is not limited to inappropriate notes, drawings, and or pictures.
10. **Insubordination** - No student shall refuse to comply with a reasonable request or follow the directions of teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.
11. **Extracurricular Activities** - No student participating in an extracurricular activity shall violate the rules and regulations of that activity or of the school. Choir, student council and other similar activities are included.
12. **Disrespect** - No student shall insult or in any manner abuse verbally, physically or in writing any member of the school staff or student body.
13. **Theft** - No student shall take or acquire the property of others without consent. When a student is caught stealing the school's property or someone else's property, he/she will be disciplined and may be reported to law enforcement officials. 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.
14. **Distribution and Sale of Unauthorized Material** - No student shall distribute or sell unauthorized material on school property.
15. **False Alarms** - No student shall give a false alarm of fire, bomb, or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt and is against the law.
16. **Truancy and Repeated Tardiness** - No student shall be truant or repeatedly tardy to school. 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. Penalties can range from disciplinary action to a referral to court and/or revocation of the student's driver's license.
17. **Extortion** - No student shall request money or other articles of value with a threat of force. Extortion is against the law.
18. **Unauthorized Presence in Hall, Restrooms, & Leaving School Property** - Students shall not be in the halls or restrooms during classes without permission, leave a classroom before dismissal or in any location other than to which assigned. No student shall leave school during the school day for any reason without permission from the school office.
19. **Arson** - No student shall be involved in the unauthorized setting of a fire while on Board of Education property. Arson is a felony.

20. **Dress and Grooming** - The student shall present himself/herself in attire that is neat and clean. No student shall wear any item of attire, which is offensive, distracting, or disruptive to the educational process. Students shall not wear clothing with the word or symbols that advocate illegal activities. (See Dress Code Section for specific rules and regulations)
21. **Complicity** - No student shall encourage others to violate the Blanchester Local Schools Code of Conduct.
22. **Field Trips** - No student shall violate the Blanchester Local Schools Code of Conduct while participating in any school-sponsored activities off school grounds. This would include field trips.
23. **Excessive and/or Repeated Display of Affection** - No student shall engage in excessive and/or repeated displays of affection in any Blanchester School District building or school sponsored activity. Students demonstrating affection between each other is not meant for public display. This includes: Hanging on to each other, kissing, petting, or any other contact that may be considered sexual in nature.
24. **Loitering** - A student shall not loiter or delay in a way that will cause disruption to some activity or function.
25. **Misuse of Vehicles on School Property** - A student shall not violate the prescribed rules and regulations for the use of vehicles on school property.
26. **Repeated Violations** - A student shall not repeatedly fail to comply with any of the items stated in the disciplinary code.
27. **Hazing** - No student may coerce another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
28. **Cheating** - Cheating is defined as giving or receiving any information or work meant for individual completion or preparation regardless of the time or place of exchange of information. Violations may result in lowering of one's grades and/or disciplinary action.
29. **Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, addresses, or other data on school forms or school-related correspondence.

DRESS CODE

The principal, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal is final.

1. no shorts or miniskirts that end 5 inches above the top of the knee
2. no shirts and blouses that expose the midriff or cleavage
3. no tank tops, muscle shirts, halters
4. hats, coats, bandannas, and sunglasses are not to be carried to or worn in class
5. no clothing or accessories that could be interpreted as promoting hate or communicating a negative, profane or vulgar message
6. no clothing or accessories which advertise or are in any way related to alcohol, tobacco, drugs, or weapons
7. no clothing or accessories with sexual messages – explicit or implied
8. no transparent garments, open mesh garments or garments with large open sides may be worn
9. shoes must be worn and must not present a safety hazard (no shoe w/wheels, shoes must have backs on them, no flip flops, no heels or wedges)
10. no biking pants or spandex
11. hair must be clean and groomed at all times; no extreme or distracting hair color or makeup
12. body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting
13. lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed
14. no “dog collars”, spiked bracelets or chains that could be dangerous to persons or destructive to school property
15. no gang-or cult-related items of any kind
16. no cutoffs, tattered clothing or clothing with holes
17. no sleepwear/pajamas

Shorts may be worn as long as the weather forecast temperature is 60 degrees or above.

HAZING AND BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

(Blanchester Local Schools Board of Education Policy JFCF-R). Re-approval date: November 21, 2016

BUS CONDUCT

BUS CONDUCT POLICY

The Board furnishes transportation in compliance with state laws. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation service or suspending transportation services to any student once proper procedures are followed.

The following regulations pertain to school bus conduct are intended to ensure the safety and welfare of the students, the bus driver and the drivers on the road and to ensure safety and proper maintenance of school buses.

This applies to transportation to and from school as well as to and from athletic and student activities.

- (1) Pupils shall arrive at the bus stop **before** the bus is scheduled to arrive.
- (2) Pupils must wait in a location clear of traffic their assigned (**place of safety**).
- (3) Pupils must make eye contact with driver and wait for hand signal.
- (4) Behavior at the school bus stop must not threaten life, limb or property of any individual.
- (5) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- (6) Pupils must remain seated keeping aisles and exits clear.
- (7) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- (8) Pupils must not use profane language.
- (9) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- (10) Pupils must not use tobacco on the bus.
- (11) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- (12) Pupils must not have firearms, ammunition, weapons, explosives or other dangerous materials or objects
- (13) Pupils must not have animals on bus with the exception of those intended for special needs assistance
- (14) Pupils must not throw or pass objects on, from or into the bus.
- (15) Pupils shall remain silent at all railroad crossings.
- (16) Pupils must put away headsets, iPods, cell phones when getting on and off the bus. Cell phones are not permitted to make calls or take pictures when on bus.
- (17) Pupils may carry on the bus only objects that can be held in their laps.
- (18) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise pm routes notes signed by office.
- (19) Pupils must not put head or arms out of the bus windows.
- (20) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by

Preschool and special needs children.

- (21) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect Safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the Transportation office. All such information is strictly confidential. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus.

Discipline

- (1) The superintendent, superintendent designees, or principals are authorized to suspend or remove pupils from school bus riding privileges only for a period of up to one school year.
The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.
- (2) Suspension or immediate removal of preschool and special needs Children may require a modification of the above procedures and shall be accomplished in accordance with the law.

When discipline problems with individual students arise, use the following guideline.

- (1) If possible, the driver should resolve the problem.
- (2) When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
- (3) Problems which cannot be resolved by measures specified above are referred to the Superintendent.

(Blanchester Local Schools Board of Education Policy JFCC, JFCC-R, EEACC-R). Re-approval date: October 15,2012
Pupil Transportation Operation and Safety Rules – July 2013: 3301-83-08,12,13,20

Place of safety

3301-83-13 Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce as much as possible the potential of a student being hit by a school bus while they are in the process of being picked up or dropped off.

NOTE:

The bus supervisor and/or bus driver may be involved in any conference. Parents may be notified and may be invited to attend an in-school conference to discuss any situation. If you have any questions concerning bus issues or other transportation issues, please notify the bus supervisor.

Transportation Supervisor – Barb Prater (937-783-3714)

**We hope that you have a great year with us here at Putman Elementary
“And as always...GO WILDCATS!”**

“In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The current Student Handbook is available online on the school website:

<https://www.blanschools.org/resources/students-22/handbooks-42/>

If you do not have access to an online copy, please contact the office to receive a paper copy.