



PUTMAN ELEMENTARY
STUDENT
HANDBOOK

BLANCHESTER SCHOOL DISTRICT
WWW.BLAN.ORG

327 E. BALDWIN STREET
BLANCHESTER, OHIO 45107
(937) 783-2681

Kindergarten

Mrs. Coomer
Mrs. Garrett
Mrs. Page
Miss Neumann
Mrs., Rose

First

Miss Clark
Mrs. Laubernds
Ms. Merritt
Mrs. Shank
Miss White

Second

Mrs. Addington
Mrs. Viars
Mrs. Looney
Mrs. McCann
Mrs. Roark

Third

Mrs. Kees
Mrs. Reinhart
Mrs. Singleton
Mrs. Strider
Miss Tussey

Pre-K

Mrs. Mueller

Intervention

Mrs. Abrams
Mrs. Lewis
Mrs., Fortner
Ms. Reedy

Specials

Mrs. Medley
Mrs. Pembleton
Mrs. C. Phillips
Mr. Reveal
Mrs. Slusher

Speech

Ms. Farmer
Ms. Moster
Ms. Greene
School Psych
Mrs. Jackson

Secretary

Mrs. Larrick
Mrs. McCarty
Mrs. Bolin (spec. ed.)

Administration

Mrs. Unversaw (spec. ed.)
Mrs. Earley (principal)

Superintendent
Mr. Lynch

Welcome to Putman Elementary! We strive to provide experiences that are appropriate for children with varying needs, ability levels, and interests. We hope students will take these experiences, benefit from them, and develop into lifelong learners. We will continue to work together with parents and students to make this a positive, productive, and enjoyable year for everyone. The purpose of the student handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a board policy and the provisions of this handbook, the policy most recently adopted by the board will prevail. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

“There are many activities which are common to all schools, but procedures for conducting them may vary from building to building. Principals establish procedure for conducting activities in their individual schools within the larger framework of District regulations and policies” (BBP – CH)

PARENT/GUARDIAN RESPONSIBILITIES

Parental support and cooperation is necessary for our school to be a success. Parental attitudes can greatly influence students’ attitude toward school. The administration and staff of Putman Elementary Schools solicit your cooperation and ask that you:

1. Read this handbook and discuss it with your child.
2. Attend school activities in which your child participates to show your interest in your child’s endeavors.
3. Bring suggestions and concerns to the attention of the school administration. Call the school to let us assist you with any concerns.
4. Check your child’s agenda/folder/backpack nightly.
 - Assure that your child attends school regularly, makes every effort to complete classroom work, homework and follows school rules and regulations. No student has the right to interfere with the education of his/her fellow students.
 - **If there is a change to your child’s normal way of going home, please notify the office by 2:45 pm or send in a note with your child. If the office is not notified prior to 2:45 pm of any changes, the child will be sent home as usual.**
 - Request student assignments during absences prior to the start of the school day. Every effort will be made to have assignments ready by dismissal time.
 - Provide a doctor’s excuse if a child is not permitted to go outdoors during the school day. A doctor’s excuse is also required before a child will be permitted to be excused from physical education classes.
 - Contact the elementary principal if your child is unable to attend school for a prolonged length of time due to a physical injury or illness and the physician feels a teacher may visit the home to teach the child.

GENERAL INFORMATION

ARRIVAL AND DISMISSAL

Our school begins promptly at 8:55 am. Our doors open at 8:30 am each school day. Students eating breakfast should arrive at 8:30. Breakfast will be served from 8:30 - 8:55. All other students should not arrive before 8:35, as there is no adult supervision available until that time. Students arriving prior to 8:45 should report to the gymnasium. Please pull forward as far as possible when dropping off your student(s). This allows for us to unload all students quickly and safely. Please have all student(s) exit vehicles on the curb side only. If you cannot safely exit on the curb side, we request that you park in the parking lot and walk your student into the building. If you park and walk your student in, please cross only at the designated cross walk. Wait for the adult on duty to stop traffic and safely wave you across. Please do not pass cars as they are unloading.

Schedule

- 8:45 - Students may go to their homeroom class.
- 8:55 - Tardy bell
- 9:00 - 10:30 - Reading (SFA)
- Lunch – K (11:00), 1 (12:30), 2 (12:00), 3 (11:30)
- Special – K (12:05), 1 (10:35), 2 (1:25), 3 (2:15)
- 3:30- Parent Pick-ups/Walkers
- 3:40 - Bus students

PK (Mon – Thur)

AM Preschool 8:45 - 11:30

PM Preschool 12:45 - 3:30

Parents must drop off or pick up students at the designated doors. No visitors are permitted past the front lobby area without a visitor pass. All students that walk or are picked up must have transportation form on file in the office. All parent pick-ups will be dismissed from the front-right side of the building. Parents must park, come to the proper door to pick up their child. If a parent is picking up student early, he or she must be signed out through the office. Students will not be dismissed to any other person than the parent; acceptations must be approved through the Putman office. The door students are picked up at will be determined by their last name.

All Kindergarten will be at media center door

- A-G will be at Mrs. Garrett's door
- H-O will be at Mrs. Rose's door
- P-Z will be at Mrs. Page's door

Any child not picked up by 3:45 pm will be sent to the office for pick-up

Any changes to your normal child's dismissal, a note or phone call is required. Please notify the Putman Office by 2:45 pm of any changes.

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 Mrs. Gerdus with any questions in regards to this program.

STUDENT FILES

Student files are kept in the office. Parents are permitted to view their child's records in the office by appointment.

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 \$20.00 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 \$20.00 at one time, quarterly payments of \$5.00 are appreciated.

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.

FUNDRAISER PARTICIPATION

Our school participates in the following programs, enabling us to receive money to be used for student programs. Please support them as you can.

COOKIE DOUGH FUNDRAISER

PTO FUNDRAISER(s)

BOXTOPS FOR EDUCATION – Box Tops for Education can be found on General Mills, Betty

Crocker, Pillsbury, Old El Paso, Green Giant, Yoplait Yogurt, Progresso Soups, and Lloyd’s Barbeque products.

***Please cut out Box Tops label and send to school.*

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

At the beginning of the school year your child will bring home an Emergency Medical/Registration Form. It is important that you fill this out and return it to school as soon as possible. Please be very specific with all the information so school staff members know what to do if your child becomes sick or injured.

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.

The school will communicate important information via One-Call. 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.

CUSTODY/DIVORCED PARENTS

The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws. Sometimes parents have disagreements and make requests of school personnel regarding releasing children during the day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. The adult checking the child out must sign for the child’s release. Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child’s custody.

NON-CUSTODIAL PARENT RECORDS ACCESS

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no legal rights to records, reports, or conferences unless these rights are granted by the custodial parent.

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:

- a. 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.
 - b. 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.
 - c. If the infestation remains:
 - The child will not be permitted to return to the classroom until the parent has successfully removed all live lice.
 - d. 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:
 - a. An initial attempt will be made to notify the parent by phone;
 - b. 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.
 - c. 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:

(see Attendance Policy))

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

The staff of Putman Elementary School recognizes that children learn differently and have various abilities. Putman Elementary is a Success for All (SFA) School. All students in grades 1-3 participate in SFA reading classes (90 minutes/day). Students are grouped for reading by ability, grade and chronological age. Students performing on a first grade level are a part of our ROOTS program. After completing the ROOTS program, students enter the WINGS program. WINGS students use trade books as well as textbooks in conjunction with other SFA materials. Preschool students participate in Curiosity Corner, and kindergarten students participate in Kinder Corner. Both of these SFA programs prepare students for ROOTS. As an SFA school, it is our goal that all students will be on or above grade level in reading by the end of third grade.

HOMEROOM AND CLASS GROUPING

All homeroom classes are heterogeneously divided, and each homeroom will contain students who perform on different levels. Success for All reading classes are homogeneously grouped and will contain students who are performing on the same reading level.

READING ASSESSMENTS (Grades K-3)

We use many assessments to measure student progress in reading and to determine the best placement for each student. Below are descriptions of the assessments we use:

- Stepping Stones/Kindergarten Assessments
- SFA ROOTS
- SFA 4Sight (reading and math)
- Scholastic Reading Inventory (SRI)
- MAP (Measurement of Progress)
- Other classroom assessments
- AIR (ELA and Math) – third grade only

Grades (1-3)

Important note about reading grades: As a part of the SFA reading program, students are graded at the level at which they are performing. This means it is possible for a student to earn an A in reading, even though he or she may not be reading on grade level. The most important part of progress reporting in reading is determining whether a student is above, on, or below grade level.

All students will receive semester grades in specials (art, computer, music and physical education classes).

Students in Kindergarten (semester)r and grade 1 (quarterly) will have standard based report cards

* * * All students will receive a grade for behavior * * *

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/HOMEWORK

Homework is an important part of any academic program. It is expected that students will complete homework assignments on time. Homework is meant to help the child, not the parent or other family members. Please provide help when needed, but don't do the work. Failure to complete homework may result in lower grades and possibly doing additional work during the school day. In addition to other assignments, students are required to read each night and complete read and respond (3rd) reading log (1st and 2nd) as a part of our Success for All reading program.

Students will have an equal number of days to make up class work or homework assignments missed due to an excused absence. If a student is absent for one day, that student will have one day to make up the work. Students who receive unexcused absences can receive up to a 64% for the work assigned during the 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 grades 1-3 will receive quarterly grade cards (4) throughout the year. Kindergarten progress reports are sent home at the end of each semester. Preschool progress reports are sent home at the end of each semester. Conferences are scheduled in the fall and spring to discuss student progress. Parents are expected to attend parent teacher conferences if one is scheduled by the parent. Interim reports will be sent home to those students who have failing grades.

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 (IAT)/(FST) - Will meet on a weekly basis to discuss and help solve problems that students may be having. Teams will focus on academic and behavioral issues. Members of each team may include the principals, teachers from the grade level, special education teachers, and speech/ language pathologists. Parents will be invited to any meeting at which their child is discussed. If the team determines that specific interventions have been attempted and have failed. The child may be referred to the Response to Intervention team. A building administrator will lead the team that writes the plan for a Multi-Factored Evaluation. These teams also coordinate community services that are available.

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

Success for All Tutoring –5 on 1 (reading) and 5 on 1 (math) tutoring will be available to students whose test results indicate the greatest need.

Schoolwide Extended Learning Time (ELT)

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

CODE OF CONDUCT

Rules and regulations are an important part of any organization. We expect children to demonstrate respect for others, themselves, their surroundings, and to use good manners. Parents, of course, have the major responsibility for teaching self-control and acceptable behavior. The school works closely with parents to reinforce that conduct. When a student accepts responsibility for his or her own behavior, much more attention can be devoted to teaching and learning.

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.

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 bell rings</u> <u>Be in class by 8:55</u>	<u>Stay on sidewalk</u> <u>Walk when entering/exiting building</u>

DISCIPLINARY CODE

Without discipline there is little or no direction. If we expect to have learning, we must have control of the environment.

It is the responsibility of the school to provide the necessary guidance to ensure that a rewarding, enjoyable learning experience can be provided to all students. The privilege of attending public school is conditioned on compliance by students to reasonable rules, regulations, and requirements of the Board of Education, breaches of which may be punished by detention, suspension, or expulsion. The following, although not all-inclusive, are clarifications of unacceptable behavior that may result in suspension or expulsion:

- Possession of any dangerous weapon or possession of an item that resembles a dangerous weapon. This includes, but is not limited to, guns, knives, and other sharp objects.
 - Possession of tobacco products, matches, lighters, fuels, or propellants of any kind.
 - Fighting.
 - Assault on school district personnel or other students.
 - Defacing, damaging, or destroying school property, property of school personnel, or property of fellow students.
 - Verbal abuse or use of profanity, or harassing or intimidating fellow students.
 - Kissing or public displays of affection.
 - Forgery or possession of school forms.
 - Possession, use of, or being under the influence of alcohol or illegal drugs, or sale of look-alike drugs.
 - Disrespect, insubordination, or misconduct injurious to the discipline of the school including disrespect for school rules and regulations, or failure to follow reasonable directions and commands.
 - Theft.
 - Cheating
 - Chronic violation of classroom rules.

Additional Rules and Regulation

- Fighting and profane language will not be tolerated at any time on school grounds or at school-sponsored events and will result in suspension from school.
- Improper use of restroom areas, such as standing on or stuffing commodes, writing on stall dividers, playing in restrooms, or spraying water will not be permitted.
- Tablets, iPods, CD players, card collections, and other toys or electronics are not to be brought to school. Cell phones and other communication devices are prohibited during school hours (BBP – JFCK). If these items are brought to school, they will be confiscated until a parent can come to school and pick them up.
- Students are not permitted to buy, sell, or trade anything at school. If these activities are discovered, money and/or objects will be returned to the original owner.
- Students are responsible of the care of all school property, books, furnishings, and supplies. Students found damaging property will be required to pay for the damage or replace the item. (BBP – JFCB)

- Gum is not permitted in the school for any occasion other than state testing.

DISCIPLINARY ACTIONS

School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized, explained and equitably enforced. If a student chooses to violate a school rule, the administration may impose discipline. If a student reaches the sent-to-office step in a classroom, the student is sent to the office with a Discipline referral form. The first time a student is sent to the office, the student may receive a warning from the administration, and may also be assigned a lunch, recess, or before/after school detention. The Discipline Referral Form will be sent home, signed by a parent or guardian and returned to school. After the first time a student comes to the office, progressive disciplinary strategies will be used. Depending on the severity of the behavior violations, students can expect to face proportional consequences as follows:

- Lunch or recess detention
- Before (7:50 – 8:35)/After School (3:45 – 4:30) Detention
- Loss of privilege (field trips, assemblies, other activity)
- In-School Isolation
- Out-of-school suspension for 1-10 days
- Recommendation to the superintendent for expulsion for up to 90 days
- Friday Night School (3:45 – 5:30)

* Parents are notified of an office visit with the Discipline Referral Form or a phone call.

* * If a student's behavior is dangerous or disruptive, the administration is responsible in determining the consequences of a student's actions.

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 temp. is 60 degrees or above.

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 and 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 or 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). 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)

PEER CONFLICT

Peer conflict is not necessarily a bad thing; disagreement and conflict are part of life, and children and adolescents need to develop skills to resolve disagreements. Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power (friends); it occurs occasionally; it is unplanned; and it does not involve violence or result in serious harm. Perpetrators of peer conflict do not seek power or attention. However, peer conflict can escalate into violence. Those involved in violence and aggression usually have comparable emotional reactions, demonstrate some remorse, and actively try to resolve the problem. Peer conflict should be reported to an adult. Peer conflict is resolved by assisting students in developing conflict resolution skills and may result in disciplinary actions should the adult/administrator feel it is warranted. Successfully navigating peer conflict is a skill that all students need to develop as they learn and grow. Any form of bullying/hazing will NOT be tolerated at Putman Elementary School. Please contact building administrator with any questions or concerns.

BULLYING CODE OF CONDUCT FOR STUDENTS

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make it a point to include students who become easily left out.
4. If we know that someone is being bullied, we will tell our homeroom teacher (or other teacher) and adults at home.

BULLYING is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Types of Bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.

Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- **Tripping/pushing**
- Taking or breaking someone's thing
- Making mean or rude hand gestures

INCENTIVES

ASSEMBLIES

At various times during the year, the school will conduct assemblies. These assemblies are special activities held during the school day to educate as well as foster student interest and involvement. They are chosen to enrich units of study or provide positive motivational messages. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Improper behavior may result in removal from current and future assemblies. Attendance at non-mandatory assemblies may be denied due to behavior, academic or attendance concerns.

BUILDING INCENTIVES

We want our students to know what good behavior, responsibility and effort are and how they bring about success in school. We award improvement, not just achievement.

* Each quarter grade levels will have an awards program to recognize academics, attendance, behavior, reading, achievement and effort

RIGHT TO KNOW

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about professional qualifications of their child's classroom teacher.

These qualifications include:

- 1) Whether the teacher has met the Ohio teacher licensing criteria for grade level and subject area in which the teacher provides instruction.
- 2) Whether the teacher is under emergency or temporary status that waives state licensing requirements.
- 3) The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by teacher and field of discipline of certification or degree.
- 4) Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

According to the guidelines set forth by the state of Ohio, all teachers and para professionals employed by Putman Elementary meet the qualifications.

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.

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)

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

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.

KEY HANDBOOK INFORMATION

Our school begins promptly at 8:55 am. Our doors open at 8:30 am each school day. Students eating breakfast should arrive at 8:30. Breakfast will be served from 8:30 - 8:55. All other students should not arrive before 8:35, as there is no adult supervision available until that time.

If there is a change to your child's normal way of going home, please notify the office by 2:45 pm or send in a note with your child. If the office is not notified prior to 2:45 pm of any changes, the child will be sent home as usual.

For special circumstances please contact the office at 937-783-2681.

Please sign and return the bottom of this form

STUDENT/PARENT POLICY ACKNOWLEDGEMENT

I have read and understand the Putman Elementary School Handbook and do hereby agree to conform to the guidelines and policies contained in it.

Student's Name – Printed

Student's Name - Signature

Date

Parent/Guardian – Printed

Parent/Guardian – Signature

Date