

WELCOME

The staff at Alden R. Brown Elementary would like to welcome you to the school and invite you to participate in an exciting year. Students from preschool through second grade are currently located in the building. We will also have a Head Start classroom in our building. If you are interested in the Carlisle Preschool or Head Start Preschool program, please contact our school office at 937-746-7610.

Carlisle Local Schools will continue having early release activities for staff members every Wednesday. School will release forty-five minutes early on Wednesdays. The school day will run from 8:30 am until 2:30 pm on Wednesday of every week (after the first week). On Wednesdays, AM Kindergarten will go from 8:30 am until 11:00 am and PM Kindergarten will go from 12:00 pm until 2:30 pm. This time will allow teachers to plan and coordinate together, review test results, etc.

This handbook has been created to provide you with the information you will need throughout the year. Please read the handbook and review it with your child. **A form located at the end of the handbook needs to be signed and returned indicating that you have seen and read the handbook.**

Families are a large part of a child's education. As a parent, you are the most important teacher your child will ever know. We need you to be involved in your child's educational experience. We will work together as a team to create the best possible learning environment for your child. Communication between the school and parents needs to remain open.

The staff is looking forward to working with you and your child this year. If we can be of any assistance or answer any questions, please do not hesitate to contact us at 937-746-7610.

ENROLLMENT

In order to enroll in Kindergarten, the student must be 5 years old on or before August 1st of the year of admittance. In order to enroll in First Grade, the student must be 6 years of age on or before August 1st or the student must have successfully completed Kindergarten.

Student Registration – On the day when the student enrolls into the district, he/she shall present a copy of the original birth certificate, social security number, immunization records, proof of residency, and legal custodial papers (if applicable).

The parent, custodial parent, guardian, legal guardian, or person having care or charge of this student must provide the school authorities with a copy of an original birth certificate and the school records maintained by the school in which the child most recently attended within 2 weeks (14 calendar days) of enrollment. If the student/parent does not present the original birth certificate and copies of school records at the time of his/her enrollment into school, or if the school authorities have any suspicions that the student is a missing child, the school authorities shall notify the law enforcement agency having jurisdiction in the area where the pupil resides as defined in section 2109.30 of the Ohio Revised Code.

THE SCHOOL DAY

The school office is open from 8:00 a.m. to 4:00 p.m. each school day. Parents are requested to call the school at (937) 746-7610 if they have any concerns,

questions, or wish to have a conference. Parents must report to the office, sign in, and receive a visitor badge before attending meetings, eating lunch with their child, or moving to any other part of the building.

We ask that parents attempt to discuss their concerns with their child's teacher before involving the principal. This is the proper chain of command. We will attempt to arrange conferences during the teacher's plan period or prior to the beginning of the school day.

Student hours (1st and 2nd grade students) are from 8:30 am – 3:15 pm (AM Kindergarten will meet from 8:30 am – 11:23 am & AM Pre-School will meet from 8:25 am – 11:33 am; PM Kindergarten will meet from 12:23 pm – 3:15 pm & PM Pre-School will meet from 12:17 pm – 3:25 pm). **Students are NOT to enter the building prior to 8:05 am – there are no adults assigned to supervision duties prior to 8:05 am. Between 8:05 am and 8:25 am, students should report to the gym (an adult will be assigned to supervise students).**

At 8:30 am, the tardy bell rings. **Parents must sign their child in** at the office after this bell. The tardy will be considered unexcused if a parent does not sign in their child.

On Wednesdays, the daily schedule is modified due to the early release of students. The student hours on Wednesday (1st and 2nd grade students) are 8:30 am – 2:30 pm (AM Kindergarten will meet from 8:30 am – 11:00 am on Wednesdays & PM Kindergarten will meet from 12:00 pm – 2:30 pm on Wednesdays). There is no CLSD Pre-School on Wednesdays.

EMERGENCY CLOSING, DELAYS, EARLY DISMISSALS

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Carlisle Schools will communicate with the parents, students, and employees via phone call, radio, television stations, and at the district's web site www.carlisleindians.org. Arrangements must be made in advance for students in case of early dismissal. Make arrangements for your children to go to a relative or neighbor's house if no one is going to be home. Students will not be permitted to call home except for emergencies and parents may not be able to reach the school because of busy lines.

DRIVING STUDENTS TO AND FROM SCHOOL

Parents who drive students to school are requested to drop students off in the "Circle Driveway" on the west side of the building – this circle is for drop-offs only, **please do not park here. Please also do not park in front of the sidewalk that leads to the front door** – this area must remain clear for our busses.

There are 10 parking places available nearest the building (5 labeled '10 Minute Parking' & 5 labeled 'Visitor Parking') that should be used if you are parking briefly while walking your child into the building. Parents who pick up their child daily are asked to park behind the middle school and come inside the bus hallway. Students who are picked up instead of riding the bus home MUST turn in a note indicating daily pick-up and including: DATE NOTE IS WRITTEN, STUDENT'S FIRST AND LAST NAME, SPECIFIC DATES TO WHICH THE NOTE APPLIES, AND SIGNATURE OF PARENT OR GUARDIAN. **ANY STUDENT WHO IS BEING PICKED UP (WITH A**

NOTE SENT TO SCHOOL OR A PARENT CALL TO SCHOOL) WILL BE A BUS HALL PICKUP.

TRANSPORTATION CHANGES

If your child will be riding a different bus or you (or someone else) is picking your child up from school, parents **MUST** send a note **OR** call the school to notify us of these changes – **we are unable to make a transportation change based on what a student tells us. To ensure that your child arrives at the proper destination, all notes and phone calls must be received before 2:30 pm (or 10:45 am for AM Kindergarten students).** If there is a change in pick-up location **ONLY**, please call the transportation department at 937-746-1833.

Legally, the school's responsibility ends after the student exits the departure area. Once on their property, the child's responsibility rests with the parents. However, as a matter of courtesy, drivers are asked to wait until students in grades K-2 have entered their home.

If no one is home, it is the parent's responsibility to have a plan in place to address this issue. Each child should know the plan on the first day of school.

PARENT INVOLVEMENT

The Alden R. Brown Elementary School staff invites parents to be involved in their school. An excellent means of involvement is membership in the Parent Teacher Organization (PTO). Announcements will be distributed early in the year inviting parents to become involved in their children's education through participation in this group.

The PTO benefits students and staff to a great extent through a variety of service projects, special activities, and fund-raising events. If you need to contact the Alden Brown PTO, please do so at aldenbrownpto@gmail.com.

FIRE, TORNADO AND LOCKDOWN DRILLS

The teachers and students will follow the preplanned instructions as to what action is to be taken in the event of such drills. All information is posted in each classroom.

If circumstances arise that could threaten the safety of our students and staff (i.e. a suspicious person enters the building, etc.) the staff and students will be notified via an announcement over the P.A. system. Upon hearing this announcement:

1. The classroom door will be closed and locked.
2. The classroom lights will be turned off.
3. The window shades of the classroom will be closed.
4. The students will be seated along a wall within the classroom where they cannot be easily seen from the window or the classroom door.

Students will not be permitted to leave the classroom. Strangers will not be permitted to enter the classroom. The following P.A. announcement will be given to conclude the lockdown drill; "This concludes our lockdown drill. Thank you for your cooperation".

DISTRICT HOMEWORK POLICIES

Students have a right to expect homework to be evaluated in some manner and that it be a factor in the assessment of their classroom performance.

Time required to complete homework assignments will vary from student to student and grade level to grade level; therefore, it is difficult to determine what is an appropriate amount of homework. In the name of fairness, some guidelines must be established in order to avoid overburdening students and therefore defeating the intended purpose of homework.

The following should be construed as a guideline in determining the appropriateness of homework assignments:

Grades 1-3 average 30 minutes/day

If the student missed homework due to absences or illnesses, the student will have the same amount of time missed from school to makeup the missed work (For example: A student who is absent on Mon. but returns the next day on Tues. has until the following day, Wed., to turn-in homework.) Parents, if your child is spending an excessive amount of time at home completing homework, please contact the teacher.

ATTENDANCE

Regular school attendance is essential for the educational development of the students. Part of our philosophy is to prepare students with academic and co-curricular experiences that will contribute to academic competency, personal growth, physical and mental health, citizenship, self-expression, and self-esteem. Regular school attendance is necessary in order to take full advantage of this preparation and to establish continuity of instruction. Students who have poor attendance usually have more academic problems. Attendance will be taken each day. Unless a viable reason is given, the absence will be considered unexcused. Students who are absent from school with an excused absence will have the opportunity to make-up any and all class assignments, quizzes and/or tests that may have been missed.

Legal Requirement

Ohio Revised Code, Section 3321.01:

All Children between the ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

**Attendance Policy
Documentation for Absences, Tardies and Early Dismissals**

Generally, 12 absences from school (time out of school), which include full days and partial days may be documented by a parent/guardian phone call.

- **Medical notes shall NOT count against the 12 occurrences that a parent may excuse.**

Absences (time out of school), full and partial days in excess 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant-unless an absence (time out of school) is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school (time out of school) shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

Tardiness/Early Dismissal

Being punctual is an expectation we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 8:30 A.M. (12:23 P.M. for Afternoon Kindergarten – 12:00 P.M. on Early Release days for AM Kindergarten) must report directly to the attendance office to obtain a tardy slip. All students Kindergarten through 8th grade that arrive late to school must be signed in at the attendance office by the parent/guardian/legal custodian to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration.

When students arrive on school property, he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day. In all cases, a parent/guardian/custodian will be contacted to confirm and authorize the early release.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office on or before 10:30 A.M. (2:23 P.M. for Afternoon Kindergarten – 2:00 P.M. on Early Release days for AM Kindergarten).

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence. All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

Unexcused Occurrences from school: (time out of school full or partial days)

The Ohio Revised Code defines a student as being a habitual truant when a student has:
30 consecutive unexcused hours, or
42 unexcused hours from school in a school month, or
72 unexcused hours in a school year.

If a student acquires 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to parent/guardian.

The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies and early dismissal.

If a student acquires 30 consecutive unexcused hours, or 42 hours unexcused from school in a school month or, 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

Reporting and Monitoring Student Absences

It is the obligation of the parent/guardian, or to report the child's absence or tardy each day the student is absent.

- **A school-logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence.**
- **Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax (937-746-**

- **0511) to the proper school authority or directly from a physician's office, if permitted by the physician's office.**
- **If within five (5) school days after returning to school following an absence, written documentation or a phone call has not been received, the absence will be "unexcused."**
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian, the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.

Reasons for Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases.)
- Illness or death in the family.
- Funeral of immediate family members or relative.
- Quarantine
- Religious holiday
- Appointments for court.
- Pre-approved absences. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent notes or a physician et al. excuse
- Emergencies and other reasons deemed good and sufficient by the principal.

Reasons for Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Texting a parent/guardian from school asking them to call the school and allow you to leave.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments,
- Missing school without legitimate illness,
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without proper work permit.

- Babysitting.
- Any form of recreation (unless pre-approved absence days).
- Personal business that can be done after school or on the weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."
- Senior pictures/portraits.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care (during which the student was medically unable to attend school.) Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Chronic Illness Waiver

Absences for a chronic medical condition may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/Guardians shall obtain this Waiver from the school nurse. Once approved by the physician et al. and on file with the nurse, the parent shall provide written documentation for any absence of the specific chronic condition (and mention the chronic condition in the parent note). The Waiver is valid for August-December and shall be renewed for January-June, unless otherwise extended by the school nurse based on the individual health circumstance of the student.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Truancy Defined

Truancy is defined by the Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for the students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.)

Approval Dates

April 2006, Original Date of Approval

May 2009, Chronic Illness Waiver provision added.

Physician = Doctor/Nurse Practitioner/Physician Assistant.

May 2010, Medical excuses not counted against the eight (8) parent note provision

March 2011, 2-day letter, 5-day meeting, 7-day unofficial hearing protocol changed to 2-day notification letter, 5-day intervention meeting (more detailed intervention meeting with signed parent acknowledgement of receipt of attendance policy and state attendance laws), 9-day meeting (only if the parent did not attend the 5-day intervention meeting), and final parent court warning for 5/9 no-shows. 7-day unofficial hearing discontinued

August 2011, Military Provision added

May 2012, Chronic Illness Waiver and head lice provisions modified

STUDENT CODE OF CONDUCT

The Student Code of Conduct meets the intent of the Ohio Revised Code, which requires each board of education to adopt a set of rules, and regulations designed to maintain order and discipline necessary for effective learning. The Carlisle Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

This code and its provisions shall be applicable to the following behaviors occurring on school property, at school-related activities away from school, and occurring off school property but are designed to have a negative impact on school or the district. Violations can occur against other students, school employees, visitors to school, or to the school environment in general. Students who violate the Code of Conduct are subject to Saturday school, in-school alternative discipline class/program/building (this may occur in or outside the school district and during or after the normal school day), in-school suspension, out-of-school suspension, denial of bus privileges, denial of driving privileges, emergency removal from school, denial of participation or suspension from extracurricular activities, expulsion, and/or referral to the proper law enforcement agency.

1. Truancy

Unexcused absence from school or class. Leaving school without permission from a school official. Excessive tardiness.

2. Abuse of Others

No student shall use, direct, electronic, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration. This applies to other students as well as staff members.

3. Fighting/Violence

Intentional behavior, which causes, attempts, or threatens physical injury including but not limited to fighting, assault, hazing, and/or making general threats.

4. Vandalism

Damaging or attempting to damage property on school grounds. This includes public or personal property at school or at a school-related event. Arson or attempting to set a fire.

5. Theft

Stealing or attempting to steal public or personal property. Possession of stolen property.

6. Use/possession of a gun

Use or possession of any kind of firearm or look-alike replica of a firearm.

7. Use/possession of a weapon other than a gun or explosive

Use or possession of any kind of weapon or look-alike replica of a weapon other than a firearm or explosive such as a knife, razor, club, chain, etc., using to inflict harm on another person or to intimidate any person.

8. Use/possession of any explosive/incendiary device or poison gas

This includes matches, lighters, and any substance that could ignite or enhance a fire.

9. Use/possession of tobacco

Using or possessing any substance containing tobacco including smokeless tobacco, electric nicotine device, or look-a-like tobacco.

10. Use/possession of alcohol

Using, possessing, or being under the influence of any substance containing alcohol.

11. Use/possession of other drugs

Using, possessing, or being under the influence of drugs other than alcohol or prescription medication that has been administered in accordance with the district's policies. This includes look-alike drugs, inhalants, counterfeit drugs, or any substance you think to be a drug or controlled substance.

12. Disrespect

No students shall be disrespectful to any school employee or adult. A student shall not direct toward a school employee words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well.

13. Failure to attend detention

No student shall skip or refuse to take detention or other properly administered discipline.

14. False alarms/bomb threats

This includes setting or reporting false fire, tornado, bomb or disaster alarms. The Board of Education authorizes the superintendent to expel a student found guilty of expediting a bomb threat (verbally or in writing) to an expulsion of up to 365 calendar days.

15. Disruption of School or Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything that disrupts the learning process may be classified as disruption of school. No student shall lean or throw any items out of a bus window. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.

16. Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular activity or school premises on an emergency basis.

17. Telecommunication Violation

The school will not be responsible or liable if these items are lost, stolen, or damaged. No students shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate iPods/mp3's/cell phones/etc....if used during class.

- **Sexting** – No student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing of these types of photos to others during school will be treated the same as those who send them
- **Filming and distribution of a fight** – No student shall film a fight and distribute the footage over electronic means to others.

18. Disobedient/Disruptive Behavior

No student shall disobey directions of administrators, teachers, substitute teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel. Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

19. Harassment/Bullying

All incidents of bullying should be reported to the building principal. A Bully Report form will be completed and the incident will be investigated. Students involved in bullying and other types of harassment will be subject to disciplinary action. Incidents of Dating Violence should be reported to the building principal so appropriate resources can be made available to the victim and appropriate disciplinary actions can be administered.

20. Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favors and/or other physical or verbal conduct of a sexual nature.

21. Instigation/Failure to Report

Any student that intentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the SCOC. Any student aware of another student violating the SCOC and fails to report it or is not truthful when asked.

22. Chronic Misbehavior

Students will not engage in behavior that repeatedly or chronically disrupts the educational process, the orderly operation of school, school activities, school buses, or other school operations that constitute a violation of the Code of Student Conduct.

23. Other

Any other behavior the causes or attempts to cause disruption to the peaceful school environment. The can include, but are not limited to the following: Unauthorized presence in any location where the student has no legitimate business without permission of a school authority, Cheating, Plagiarizing, Gambling, Extortion, Violations of the school dress code, which include wearing suggestive, revealing, obscene, or profane attire, Indecent exposure, Excessive display of affection, Student driving or parking violations, Commission of any crime or misdemeanor in violation of local, county, or state statutes.

PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying behavior by any student in the Carlisle Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students towards other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

REGULATIONS FOR BUS RIDERS

Bus regulations are designed to ensure the safety and welfare of all school bus passengers. All bus riders must abide by these regulations or be deprived of the privilege to ride the bus. The following regulations are found in the Ohio Revised Code 33d01-83-08 and are adopted by the Carlisle Board of Education:

- 1) Pupils should arrive at the bus stop before the bus is scheduled to arrive. Get to the bus stop on time. Avoid having to run to catch the bus.
- 2) Pupils must wait for the bus in a safe location. When waiting for the bus, stay off the road or street. Stay back at least 6 feet from the curb until the bus has stopped and opened its door.
- 3) Behavior at bus stops must not threaten life, limb, or property of anyone.
- 4) Pupils must go directly to their assigned seats and remain seated properly (back on back, seat on seat, feet on floor) and keep the aisles clear.
- 5) Load and unload from the bus at its designated stop in an orderly manner.
- 6) Pupils must maintain classroom conduct, observe absolute quiet at a railroad crossing, and obey the driver at all times.
- 7) Eating, drinking, chewing gum, and littering are not permitted on the bus.
- 8) Noise on the school bus must be kept to a minimum.
- 9) Pupils must not put head, arms, or any body part outside the windows.
- 10) Pupils are not to throw anything on, from or into the bus.
- 11) Pupils are not to transport any animals while on the school bus.
- 12) Pupils may carry on the bus only objects that can be held in their laps. (glass objects are not allowed)
- 13) Pupils must go directly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.
- 14) Tape recorders, CD players, headsets, radios and cell phones are prohibited from being used on the bus.
- 15) Pupils must be aware that the Student Code of Conduct is enforced on the buses as well as at the bus stops. This includes the use of tobacco products and alcohol usage.
- 16) Any behavior that would/could cause a safety problem or injury for the driver or other passengers is also prohibited.

SCHOOL DRESS CODE

It shall be the purpose of this section to set limits of acceptability, which expresses the feeling that students' dress should be neat, clean, and decent. It is not the purpose of this section to set styles; it is an attempt to give students and faculty guidelines in acceptable dress for school.

Standards:

- 1) Footwear must meet safety and health requirements for the classes involved. Shoes must be worn at ALL times. **Sandals without backs and flip flops are prohibited.**
- 2) Halter-tops and tube tops are unacceptable school apparel.
- 3) See through clothing is prohibited.

- 4) Open-weave shirts or blouses, tank tops, half-shirts, and spaghetti strapped shirts are not permitted.
- 5) Appropriate undergarments must be worn at all times.
- 6) Hats are not to be worn inside the building during the school day.
- 7) Sunglasses are not to be worn within the school except upon a doctor's prescription.
- 8) Clothing that expresses any drug related activities is not permitted.
- 9) No clothing including shorts or miniskirts will be permitted above mid-thigh length. Biker shorts, tight leggings, etc. are not permitted unless something is worn over them.

The building principal will make the final determination as to the appropriateness of questionable clothing.

GUN FREE SCHOOLS

The "Gun Free Schools Act of 1994" provides that no federal assistance will be provided to a public school district unless the district has adopted a policy permitting the expulsion, for no less than one year, of any student who is determined to have brought to school a firearm.

EMERGENCY MEDICAL TREATMENT

Section 3313.712 of the Ohio Revised Code mandates that an emergency medical authorization form be on file for every student at the beginning of each school year.

**Emergency Medical Authorization Forms are sent home with each student during the first week of school.
Parents/guardians should complete a form for each student in the family.
The authorization form should be returned to the school promptly.**

The purpose of the form is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, if parents or guardians cannot be reached. This form also gives the district school nurse valuable health information if they are seen in the clinic.

FOOD ALLERGY MANAGEMENT

Because food allergies can be dangerous, even life threatening in some cases, the district has implemented the following food allergy management guidelines. Implementing these initiatives will help provide a safe educational environment for food-allergic students and help reduce the risk of accidental exposure to those foods in the school setting.

Family's Responsibility:

- Notify the school of the child's allergies by listing the allergens on the annual emergency forms sent home for parents/guardians to complete.
- Providing medical documentation on any allergies in order to receive school accommodations- must be written by a physician.

- If the child has a severe allergy, the family will notify the building's school nurse before the start of school, or when an allergy is identified during the school year.
- If any medication or Epinephrine Pen is needed at school, the family will provide written medical documentation, medication authorizations, instructions, and the needed medications as directed by a medical practitioner to use in case of an allergic exposure.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage the child to wear some form of allergy alert identification while at school.
- Educate the child in the self-management of the food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Signs and symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - If age appropriate, how to read food labels to identify suspected food allergens
- Provide up to date emergency contact information throughout the school year.

School's Responsibility:

- The school nurse will be knowledgeable about applicable federal and state laws and district policies regarding food allergies
- The school nurse will review any health records that are submitted by parents and Medical Practitioners.
- The school nurse will notify the child's teachers, cafeteria staff, office staff and bus personnel of the child's medical allergies.
- If the child has a severe allergy, the school nurse will develop an emergency health plan for the child in accordance with practitioner and parental directions.
- The school nurse will provide safe storage of all medications.
- The school nurse will train appropriate staff regarding medication administration, including correct technique for using an Epinephrine Pen.
- The School District will ensure that all classrooms and buses have communication

devices to be able to call appropriate authorities in an emergency.

- School personnel will help family/student to monitor any food being provided for treats or special occasions for any potentially life threatening food allergy content.
- The School District will provide nut free tables to students with severe food allergies during lunch times **upon parent request.**
- Custodial staff will clean the nut free tables in accordance with the district annual training.
- The School District will post menus on the district website each month, and/or distribute, and/or make available to parents in the main office.

Lice Policy

If a student is found to have LIVE lice at school they will be sent home and contact is made to the parents to treat. The student is permitted to return to school once they have been treated and no presence of live lice is found. Students sent home with LIVE lice will be checked by designated personnel upon return to school, students are permitted to stay at school with nits. Whole class checks are strongly discouraged for cases of live lice found at school. Classes will be checked by the school nurse or clinic nurse if 3 or more cases of lice have been found in a two week period in the same homeroom class.

IMMUNIZATION LAW

Sections 3701.13, 3313.671 and 5104(E) of the Ohio Revised Code require that each student have at least the following immunizations before entry to school:

- Five doses of DPT vaccine-diphtheria, tetanus, and pertussis (whooping cough) (last dose must be after 4th birthday)
- Four does of Polio vaccine (last does must be after 4th birthday)
- Three doses of Hepatitis B vaccine
- Two Measles vaccines (the first vaccine ,must be administered on or after the first birthday)
- Two Rubella vaccines (the first vaccine ,must be administered on or after the first birthday)
- Two Mumps vaccines (the first vaccine ,must be administered on or after the first birthday)
- Two Varicella vaccine (the first vaccine ,must be administered on or after the first birthday)
*Seventh Grade entry requires a TDap booster and Meningococcal vaccine prior to 7th grade
*12th grade entry requires a Meningococcal vaccine prior to 12th grade.

MEDICATION AT SCHOOL

According to school board policy, the following procedures must be completed in order for the school to administer prescription and/or non-prescription medication:

- 1) Have parent fill out a Permit to Dispense Medication Form.
- 2) Doctor must sign the Physician's Request for medication.
- 3) Parent must bring the medication to the office – **PLEASE DO NOT HAVE THE CHILD BRING MEDICATION TO SCHOOL.**
- 4) The medication must be in the original container from the pharmacy with the label completely readable.
- 5) The medication will remain in the main office.
- 6) Over-the-counter medication is prohibited from being in school unless a physician authorizes it. The same procedure as listed above must be followed.

Student use of inhalers for medical reasons: A student may be permitted to carry and use an inhaler prescribed by a medical doctor to alleviate allergy, bronchial, lung, or other medical problems. The students parent/guardian must provide a letter, or copy of medical prescription, written by a medical doctor justifying the students need to carry and use the inhaler on school grounds. A copy of such letter or prescription must precede possession of an inhaler on school grounds and must be given to the principal, who will notify the teachers and school nurse.

ANTI-HAZING POLICY

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate a hazing activity. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, 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 of this policy. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition of hazing and end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Failure to abide by this policy by school personnel may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

SCHOOL LUNCHES

All 1st and 2nd grade students who attend Alden Brown Elementary are given a 30-minute lunch period. They may buy a lunch from our cafeteria or they may bring lunch from home. Milk is served with all lunches and may be purchased separately for those who pack a lunch – If you pack your child's lunch, please do NOT send glass containers of any kind. Students are not permitted to skip lunch, and parents are urged to make sure their child has lunch money or a packed lunch each day. While all students are required to have a lunch, we do not force students to eat a certain amount of food. A lunch menu is sent home with monthly menus. Please review the day's selection with your child. In addition, peanut butter/jelly sandwiches are

generally available. Parents are advised that we do have a free/reduced price lunch program for those who need financial assistance. Applications are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school at 937-746-8969 and a form will be mailed or sent home with your child.

Students have the option of bringing their lunch or purchasing a meal. Students who bring their lunch should have their name and their teacher's name clearly marked on their lunch container.

Students are **not permitted** to bring carbonated beverage in their lunches. Visitors are **not permitted** to bring carbonated beverages into the lunchroom when joining their child for lunch.

LUNCHROOM INVITATION TO PARENTS & GRANDPARENTS

Alden Brown Elementary maintains an open lunch invitation to parents and grandparents to have lunch at school with their child(ren). Please sign in at the office as you enter the building and sign out as you leave. Please note that, due to safety concerns, adults (other than Carlisle Local Schools' employees) will NOT be permitted on the playground or in the classrooms during recess time.

SCHOOL FEES

School fees for the 2019-2020 school year will be as follows:

- \$30 – Kindergarten
- \$60 – 1st and 2nd Grade

These fees are payable in the Alden Brown office. If you will be writing a check, please make it out to *Carlisle Local Schools*. You may also pay using the EZ Pay system.

BOOK BAGS

All students should have a book bag to transport important papers and work. **Please check your child's book bag every afternoon.** Memos and reading logs will be coming home. Special notes (often on colored paper) will be sent home as necessary.

RECESS

All students participate in recess on a daily basis – unless excused with a parent's note or restricted because of classroom behavior or a need to complete classwork. **Students should plan on going outside if both the temperature and wind chill are either at or above 32 degrees.** Please dress your child appropriately for outdoor recess, especially in the fall and spring when the weather can change throughout the day.

VISITORS TO CLASSROOMS

Parent visits to classrooms are permitted (30 minute time limit) *with advance arrangements* made with the teacher and principal – longer visits become disruptive to the other students in class. Parents **may not accompany** children to the playground or classroom before school and before/after lunch.

PARTIES AND BIRTHDAYS

We may be able to take a very short break from instruction to celebrate birthdays if you wish. If your child would like, he/she may bring a treat (cookies, etc.) on his/her birthday to share – **please be sure to check with your child's teacher in advance to see if there are any children in the class with food allergies, etc. Homemade food items are NOT allowed to be sent to school – ONLY store bought (pre-packaged) treats are allowable. There may be specific classrooms which will be nut free and/or dairy free.** You may send the treat with your child or plan to bring it in yourself – treats will be delivered to the classroom (**parents are not able to take the treats to the classroom during school hours**). We will take time to share. Summer birthdays may be celebrated in late May. On the day of your child's birthday, they will be invited to the office to help with the morning Pledge of Allegiance and receive a pencil. Please remember that helium balloons and flower vases **are not permitted on busses** because of the danger they may present. We ask that you do not send these types of items to school. Thank you.

GRADING POLICY

- 1) All students in the regular program in grades 1, 2 will receive letter grades as follows:
 - A = Excellent
 - B = Above Average
 - C = Average
 - D = Below Average
 - F = Failing
- 2) Classroom teachers will send home with the students a copy of their grading policies within the first two weeks of school.
- 3) Students in Alden Brown's Special Education programs will be graded according to the levels at which they are working.
- 4) Students in Title 1 Math/Reading will receive a written evaluation at the end of each nine weeks period.
- 5) Parent/Teacher conferences will be held at Alden Brown Elementary following the first quarterly grading period.
- 6) Letter grades (A,B,C,D,F) recorded on report cards will be generated from percentage grades:

GRADE	LETTER GRADE	POINT VALUE
93 - 100	A	4.0
92 - 90	A -	3.7
89 - 87	B+	3.3
86 - 84	B	3.0
83 - 80	B-	2.7
79 - 77	C+	2.3
76 - 74	C	2.0
73 - 70	C-	1.7
69 - 67	D+	1.3
66 - 64	D	1.0
63 - 60	D-	0.7
< 60 %	F	0.0

STUDENTS PROGRESS REPORTS TO PARENTS

The following procedures will be used in the Carlisle Local District to report grades to parents:

- A. Number of reporting periods (Grades 1-12) the school year is divided into four (4) grading periods.

Reports shall be sent to the parents following the close of the grading period (Kindergarten students will receive a grade card at the end of the first and second semesters).

- B. Parent/Teacher Conferences: Two (or three) days each year will be scheduled for individual parent/teacher conferences. Other conferences will be arranged as needed and may be requested by the parent or teacher.
- C. Academic progress: Parents can access Progress Book online to check their child's academic progress at anytime during the school year. If you need assistance for login & password you may contact the office.

PROMOTION AND RETENTION

A great deal of thought is given by teachers and the principal to determine whether a child should be retained. Many factors are studied with regard to each individual child, such as: report card grades, standardized test scores, achievement test scores, age, maturity, attendance, and past academic history. Parents also play an integral part in the decision making process regarding a child's potential retention.

Grades K-5

A student may also be considered for retention due to poor attendance, a 10% or greater degree of truancy/unexcused absences, thus causing the student to suffer academically. If a student fails two or more academic subjects, the student may be considered for retention unless exempted by an IEP waiver.

INTERNET USE THROUGH CARLISLE LOCAL SCHOOLS

An *Acceptable Use Policy (AUP)* form will be sent home with students. Parents and students must sign and return in order for the student to have internet access through the Carlisle Local Schools

RELEASE OF STUDENT INFORMATION/PHOTOGRAPHS

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information" to certain people or institutions, unless you request, in writing, that such information not be released.

In many cases, requests for this type of information come from community organizations, the news media, school directories, or, in the case of high school students, the armed forces or colleges for recruiting purposes. "Directory Information" may include the following:

- *Principal's list-Honor list
- *Student name, address, telephone number
- *Date and place of birth
- *Participation in officially-recognized activities and sports
- *Weight and height of athletic team members
- *Dates of attendance
- *Most recent educational agency or institution attended by student
- *Photographs

Additionally, videotapes, audio recordings or photographs may occasionally be taken of students for use in the news media or school district publications. The school district will also be broadcasting various

school activities on Time Warner Cable channel/Carlisle Educational-Government access. Students may appear on the cable channel as part of the School Board meeting opening activities or in special school programs featuring students.

The school district will **not** release "directory information" for commercial or other purposes not related to school business.

***PLEASE NOTE:** At the end of this handbook is an additional sheet that you must complete and sign your names (student and parent) in the box "Release of Student Information/Photographs" if you DO NOT want the school to release or publicize student directory information and/or photographs or videotapes of your child. Please review this information before you make your decision.

Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students"

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31).

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for an audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on Behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific

State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents, and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper) is left to the discretion of each school.