

**The ABC's
of
Hazel Harvey
Elementary School**



**A Handbook for
Parents & Students**

Hazel Harvey Elementary School

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WELCOME TO HAZEL HARVEY ELEMENTARY SCHOOL

All the staff and volunteers of Hazel Harvey Elementary School welcome you to an exciting new year. We hope you will set your goals high to become a positive learner and a role model for your peers. You will have many opportunities to gain knowledge in a variety of ways. You will also have the opportunity to participate in many activities that will generate years of memories.

You are encouraged to develop special friendships with students and teachers from your grade level team. All of the teachers, specials teachers, secretaries, administrators, cafeteria and custodial workers are here to help you. Our goals are to help you obtain your optimum performance. Set your goal to be successful, and we are all on board to make that happen for you.

Success requires a positive effort and a commitment. Being attentive to the teacher, participating in class, completing tasks on time, and striving to do your best are just a few of the commitments you need to obtain. You need to always believe in yourself and have a positive attitude.

Parents, too, are an important part of your success. Ask your parents for help with your schoolwork. Share with your parents what you have learned each day. Work with your parents on establishing a study area and a study time at home. Your success is a team effort--a team made up of your school, your parents and yourself. Strive for excellence this year and enjoy your year!!!

ACADEMIC EXPECTATIONS

Non-graded progress reporting will be provided on the report card for **grades K-2**. The following is the non-graded reporting scale:

A – Advanced Understanding	Student demonstrates a deeper understanding of grade level standards. Student independently exceeds grade level standards.
S – Skilled	Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills.
P – Progressing	Student performance is progressing toward the knowledge and skills expected at this grade level. Skills are not yet mastered.
N/A – Not Assessed	Standard has not been taught yet.

The progress report also identifies the **effort** in each academic area and reports your child's effort level with a +, √ or -. The + shows consistently high effort, the √ shows expected effort and the - shows minimal effort.

ADDRESS/PHONE NUMBER CHANGE

Chippewa Local Schools is utilizing an online data recording system for all school forms. Your child/children's information will need to be input electronically through Final Forms (<http://www.chippewa.k12.oh.us/district/final-forms>) in order for the school to have up to date information for your child(ren). Please update the information within this site as well as notify the school secretary immediately of any change in residential address, emergency contact person, **custody of children**, or telephone numbers. This information is vital in case of an emergency. Please include home, cell and work numbers and e-mail address and at least **two** other contact people.

ARRIVAL and PICK-UP BEFORE AND AFTER SCHOOL WITH NEW BUSING ROUTES:

The school day is from 8:15 am (tardy bell at 8:30) until 3:10 pm.

Since we will have a combination of students walking to school, transported by private vehicles, and arriving by bus, we will need to keep the arrival and dismissal of school organized as much as possible. Therefore, we are asking for everyone's help in promoting the least amount of confusion and the best opportunity for safety by following common sense and consideration.

ARRIVAL TO SCHOOL

Bussed Students:

Students who ride a bus to school will arrive to school through the front driveway and bus loop, using Brooklyn Ave. around 8:15 am. Students will then enter the building, using the cafeteria entrance.

Drop-Offs:

Drop offs are to use the car loop using the back driveway off of Elmwood Drive and enter the playground doors. The doors of the school will be locked until 8:15 am.

Walkers:

Students who walk to school or are driven to school by their parents need to arrive NO EARLIER THAN 8:15 am. If your child arrives prior to that time, there will be NO supervision for the safety of your child, and they will be waiting outside unsupervised until the doors open. Please remind your child to behave appropriately while waiting at the front door. Some students treat the wait area as a playground experience by running and chasing other students, and we are concerned for everyone's safety.

SCHOOL DISMISSAL

Bussed Students:

Students who ride a bus will be dismissed to the back of the school.

Walkers:

Walkers will be called to assemble at the end of the school day after the busses have departed. Walkers will exit the school using the main lobby doors and will be escorted by two adults across Brooklyn Ave. and Howard Street.

Students being picked up by parents:

Dismissal will occur through a numerical placard system, where an adult staff member will radio from outside the order in which to line children up as their parents/guardians await in the car loop (off back driveway from Elmwood Dr.). **If you or someone else will be picking up your child, you will need the pickup placard with your child's name on it in order to utilize the car loop for dismissal. Otherwise, you will need to park your car in the main parking lot (using Brooklyn Ave. driveway), enter the building and sign out your child in the lobby. Please DO NOT allow your child to walk out to the parking lot without supervision. If you have car-pooling arrangements and one parent is picking up five children, that parent will need five pick up line placards. **These cards will be distributed at Open House and the first week of school for parents who pick their children up every day. You may request a new/additional placard at any time through the school year.**

Parents must pick up their children NO LATER than 3:35 pm.

ATTENDANCE AND TARDINESS

Attendance Policy: Regular attendance is important to a child's success in school. It is essential that your child report to class on time and is in school everyday. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly.

Students are permitted (10) days of absence for personal reasons with a note from their parents. On the eleventh (11th) day of absence (excused or unexcused), a student will only be excused from school when presenting proper written documentation from a physician or medical provider, excusing the absence for an illness. Without proper documentation, an absence is considered unexcused. An **excessive** number of unexcused absences will result in a referral to Juvenile Court for truancy. Reminder letters notifying parents of excessive absences without doctor excuses are sent out when children have missed 10 or more days.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the absences of children from school.

An excuse for absence from school may be approved only on the basis of any one or more of the following conditions with proper documentation.

1. Extended illness, illness in the family or death of a relative. Written verification from doctor required for extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with building principal.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible, and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Quarantine in the home: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
5. Family vacation – permission must be obtained in advance using the planned absence form available in the office. **This will be limited to once per year, five (5) school days maximum, and prior to the 11th day of absence.**
6. Extreme emergencies approved by the administration.
7. Observance of a Religious Holiday: Any student of any religion shall be excused from classes if his/her absences are for the purpose of observing a religious holiday.

If you have not contacted the school, the staff is required by law (O.R.C. 2903.3) to contact you by phone on the first day of your child's absence. Unexcused absences are treated as truancy. Please notify Hazel Harvey Elementary School before 9:00 am if your child will be absent (330-658-2522). Also, an answering machine may be used to contact the school during the evening or prior to 8:00 am each day using the 330-658-2522 number.

Truancy Under Ohio law, Habitual truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

Unruly child refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

Delinquent child applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02). By law, schools must take action for any student being truant. Failure to attend school regularly will result in a student being referred to the Wayne County Juvenile Court.

During absence, make-up work will be available upon request by the parent. Requests must be made prior to 9:00 am to assure homework is available in the office the same school day by 3:00 pm. Requests made after 9:00 am may result in homework being available in the office the next school day after 9:00 am. **REMINDER:** It is the responsibility of the parent to request homework and to collect the schoolbooks and assignments in the office. Make-up work will not be given credit for unexcused absences. Staff prefers that homework be requested after the second day of absence as their first priority is for the student to get well.

LEAVING SCHOOL EARLY

Visitors between 8:30 am and 3:10 pm should not interrupt classrooms. If your child forgot an item, we will call him/her down to the office to get their items. **If your student needs to leave the building for an appointment during school hours, the following procedure will be followed:**

1. If possible, please send a note in advance letting the teacher and office know what time you will need to pick up your child.
2. Parents/guardians must come to the office to sign child in/out.
3. If individuals other than parents/guardians are picking up students, their names need to be recorded on the child/ren's emergency medical card, and the office will ask for proper identification. If parents/guardians are not picking up their child/ren, we also encourage those individuals to be adults at least 18 years of age.
4. Picking up your child early on a daily basis disrupts the classroom teaching environment for the other students in your child's class.

BULLYING RULES

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and at home.
5. When bullying is reported, staff will respond.

BUS RULES AND BUS CONDUCT REPORTS (BUS TICKETS)

Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. Families will have **ONLY ONE** location for pick-up and drop-off for the school year. Multiple transportation locations will not be accommodated. **Students are not permitted to ride the bus home with other students.**

Bus Rules:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations it may be necessary to exceed the number of days indicated above or to move to an

immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

CONSEQUENCES FOR BUS MISCONDUCT

With some violations it may be necessary to exceed the number of days above or to move to an immediate suspension. Students must also understand that they may also be suspended from school for inappropriate behavior on the bus.

Bus conduct rules and guidelines are established for the protection and safety of all students. Any student behavior that distracts a driver is considered a serious violation of these guidelines.

- **1st and 2nd Bus Ticket:** The bus driver will write up a conduct report (bus ticket), and student will receive a discipline and a phone call home from the principal, depending on the situation.
- **3rd Bus Ticket:** Up to 3-day suspension from the bus.
- **4th Bus Ticket:** Up to 5-day suspension from the bus.

***Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year.

BUS TRANSPORTATION

You will be notified before school starts the location of your child’s bus stop. If you are new to the district or are not quite sure your child’s bus stop, please call the bus garage at 330-658-2113. The bus routes have been designated to promote the safest and most efficient transportation to and from school. Students are required to board and get off at their assigned bus stops. In addition, students are required to be at their bus stop at least ten (10) minutes early. These requirements are necessary for the safety of the students and the need to get students to and from school in a timely manner.

Under normal circumstances, students are required to ride the buses to which they have been assigned. Where emergency circumstances arise, provisions can be made for students to ride buses other than those, which they normally ride.

Temporary, daily and/or weekly changes in morning and afternoon bussing CANNOT be accommodated.

Therefore, notes of such requests to bus drivers, teachers and school offices will not be accepted. Where EMERGENCY circumstances arise, provisions can be made for students to ride buses other than those, which they normally ride. If such an EMERGENCY arises, please call the bus garage at 330-658-2113 to make arrangements.

For preschool students, please note the following procedures:

LOADING: The student(s) must board the bus with an ADULT who is responsible for securing them into a safety restraint harness.

UNLOADING: An ADULT MUST BE at the bus stop to board the bus and release the student(s) from the restraint harness.

BUS DROP-OFF AT BUS STOP

It is the responsibility of the parent to make sure someone is home for their child(ren) when they are dropped off by the bus. **We will no longer be bringing students back to the school if you are not at home, but instead will be brought back to the transportation department and if parents/guardians cannot be reached, the Doylestown Police Department will be contacted. IT IS IMPORTANT TO HAVE AN EMERGENCY PLAN IN CASE THIS HAPPENS.**

CAFETERIA LUNCHES

Our lunches are governed by strict government regulations according to nutritional value, portions, and number of items served. These regulations require milk to be served with the school meal.

1. Our meals are second to none and a menu is developed by the cafeteria supervisor and published monthly so that you can plan whether or not your child will want to buy. The monthly menu will be posted on the Hazel Harvey webpage as well as sent home on the back of the monthly Hazel Harvey Newsletter.
2. Two ways to nourish your child:
 - Bring a sack lunch. Your child may purchase milk by the day. Please be sure your child is able to open packages sent for lunch. Often the drink containers, fruit cups with metal lift-top tabs, and Ziploc bags are difficult for students and cause spillage. Please help your child learn to open these containers at home. Do not send glass containers.
 - Buy a hot lunch in our cafeteria. Prices for school lunches are provided in the local newspapers prior to school starting. School breakfast price: \$1.50/daily; Reduced breakfast price: \$0.30/daily; School lunch price: \$2.75/daily; Reduced lunch price: \$0.40/daily. School lunches may be paid daily in cash or via check, or you may pay online at <http://www.chippewa.k12.oh.us/district/pay-schools>
3. Free and Reduced Priced Lunch applications are provided in the first day pack for families who need assistance and qualify according to federal guidelines. If your child may be eligible for a free or reduced lunch, please apply for the program. Your child does not have to participate in the lunch program. Funds for Title I services are generated by the number of students counted on the free/reduced lunch program.
4. Student conduct in the cafeteria requires that good table manners should be practiced at school as well as at home. Students will be disciplined for inappropriate cafeteria behavior.

CAFETERIA RULES

1. Talk quietly during lunch.
2. Keep hands and feet to self.
3. Food belongs to individual students and no one else.
4. Clean up individual area.
5. Do not throw food and trash on the floor.
6. Walk in the cafeteria at all times.
7. Do not kick the table legs.

The following are consequences for misconduct in the cafeteria:

1. Separate seating
2. Stand against playground wall with loss of recess time
3. Sent to Principal

CHANGING CLASSES

Students are escorted to and from their special classes and are expected to be quiet and orderly.

CLINIC – STUDENT ILLNESS

Students who become ill during the school day should obtain a pass from their teacher and report to the office. Students will be given the opportunity to call home and to have parents take them home. Students must be picked up if they have a temperature above normal (100.0). Students can only be released to a parent or someone listed on their emergency cards.

A child will be readmitted to school under the following conditions:

- Child's temperature has returned to normal for a 24-hour period
- Child is free of any skin rash
- No vomiting or diarrhea for a 24-hour period
- Child has been properly treated for lice infestation and cleared by school nurse or office staff.
- A signed statement by a licensed physician indicating that the child is no longer contagious.

Students who are experiencing diarrhea and vomiting may not return to school until they are symptom free for 24 hours. Additionally, students who have a fever above 99.0 should not be sent to school.

COMMUNICABLE DISEASES:

Please notify the school if your child is absent with a communicable disease. Your cooperation will help keep us informed and aware of what symptoms to look for to prevent any spreading of the disease. Below please find an exclusion guide for communicable diseases.

Chicken Pox:	Minimum: 7 days or doctor's release.
Hepatitis:	Doctor's release required
Impetigo	Until lesions are dry
Measles (3 days)	Minimum of 10 days after rash appears
Measles (9 days)	Minimum of 10 days after rash appears
Mononucleosis	Minimum of 7 days
Mumps	Until swelling is gone
Pediculosis (Lice)	(see below)
Pink Eye	Until discharge disappears
Ring Worm	Until under treatment
Scabies	(see below)
Scarlet Fever	Minimum of 5 days
Strep Throat	Doctor release required

Lice Control

Hazel Harvey has a **no nit policy**. All parents will be contacted if nits have been found in their child's classroom. When nits are found to be present in a child's hair, these guidelines must be followed:

- A. The parent is contacted to remove the child from school. The parent must shampoo the child's hair with the lice control shampoo available over the counter or by prescription card from any pharmacy.
- B. The child's hair must be brushed or combed free of nits (eggs). These tiny white nits will be found most often at the back hairline and about the ears. A fine tooth comb, available at the pharmacy, must be used to comb the nits from the hair.
- C. After your child has been treated and cleared of nits, **parents must bring their student to the office to be checked before he/she can return to school**. Parents are not to assume their child is nit free and send them to school. The students must be **NIT FREE** and be checked by school personnel before he/she can return to school.
- D. Precautions: Every child in class will be checked.
 - Siblings will be checked at this school and other schools. The other schools will be notified.
 - Classroom is disinfected and sprayed with lice prevention spray.
 - Students will store personal belongings in large tied garbage bags.

Scabies Control:

Scabies is an infestation of the skin caused by the "human itch mite", a tiny insect so small that it requires a microscope to be seen. Scabies spreads by direct contact with another person who is infected. In school children, it is spread primary by "hand holding". Scabies has to be diagnosed by a doctor. Treatment consists of body application overnight, of a lotion prescribed by the doctor. Once a child is treated they may return to school the next day.

**INFORMATION CONCERNING
CONTAGIOUS DISEASES:**

Chicken Pox

Severe itching rash which later forms pustules.
Sore Throat.

3 Day Measles (Rubella)

Rash and slight swelling of glands. Runs
course in about 3 days.

Measles

Dry cough, sneezing with rash later. Fever,
watery eyes and nose.

Mumps

Fever and painful swelling about the jaws,
with swelling on one or both sides.

Scarlet Fever

Fever vomiting, sore throat, rash and
strawberry tongue.

Whooping Cough

Usually there is a “whoop” to the cough.
Coughing spasms and vomiting.

Pink Eye

Redness and swelling of the membranes of
one or both eyes with burning and itching and
purulent discharge.

Impetigo

Presence of blister-like lesions, which later
develop into crusted puslike plaques. Most
common on face and hands but sometimes
widely scattered over the body.

Pediculosis (Head Lice)

Head lice attach their eggs at the base of the
hair shaft. These eggs, or nits, appear as tiny
white or dark ovals and are especially
noticeable on the back of the neck and around
the ears.

Strep Throat

Severe sore throat, fever, headache and
swollen glands.

**WHEN CHILD MAY RETURN TO
SCHOOL:**

When scabs are cleared up (dried and crusted)

When all rash has disappeared.

When all rash has disappeared.

When all swelling is down.

Only with doctor’s permission.

When cough has subsided. (Usually 3 weeks)

When all discharges have ceased and eyes
are clear.

When all lesions have entirely healed.

When all nits and lice are gone.

When they have received antibiotic therapy
For at least 24 hours and have had no fever
for 24 hours.

COMPUTER USAGE

Computers are available for student use throughout the building. Students must sign an “Acceptable Use Policy” in order to use the computers. This policy establishes the guidelines for computer usage. Any violation of the acceptable use policy may result in loss of computer privileges. Students are not permitted to use the computer lab without previous arrangements with a teacher.

CURRICULUM AND INSTRUCTION

The curriculum is in compliance with the State Minimum Standards and in accordance with the State of Ohio Academic Content Standards and Common Core Curriculum.

1. Core Subjects
 - Mathematics
 - Language Arts (including reading, writing, spelling, English)
 - Social Studies
 - Science/Health
2. Support Services
 - Physical Education
 - Music
 - Art
 - Library
 - Technology

CUSTODY SITUATIONS

Law requires parents to notify and supply school officials with legal documents if a custody situation exists or changes. The custodial parent or legal guardian must live in the school district where the child attends school.

When a child custody order or decree is issued, including a temporary order of child custody, the custodial/residential parent of the student shall notify and supply school officials with the court’s certified copy of legal documents pertaining to the custody and visitation arrangements. In the final analysis, the custodial/residential parent has been assigned the responsibility to report the court action to the school district.

All biological parents of children have rights to their children’s academic records regardless of how the parent might feel about it UNLESS we have a written court order stating otherwise. We will try our best to honor special custodial issues as long as it doesn’t put the child or the school in a complicated and unreasonable situation.

DENTAL OR MEDICAL APPOINTMENTS

We encourage parents to make these appointments after school hours when possible. Otherwise, children will be excused with a written note or personal contact by the parent.

CELL PHONES/SMART WATCHES

Cell phones **ARE NOT** permitted in school—any cell phone/smart watch found on a child will be confiscated and held until a parent can come to the school and retrieve it.

DISTRACTIONS – NO TOYS, CELL PHONES, SMART WATCHES OR TABLETS

Students are **NOT** to bring to school items that may be distracting to the educational process, such as handheld electronic games, cell phones trading cards, toys and other articles determined to be disruptive by the building principal.

DRESS CODE

While attending school, students are expected to wear appropriate attire that does not detract from the educational environment nor create a safety or health hazard. Dress code violations include but are not limited to the following:

No hats, sunglasses, bandannas, chains

Cut-off shorts, cut-off sweats, spandex shorts, short-shorts (finger-tip length is acceptable)

Tattered or soiled clothing – including holes, rips, tears, etc.

Message clothing – drug, alcohol, tobacco, sexually suggestive, violence or vulgarity

Hats in classrooms

Spaghetti strap tops, halter tops, midriff tops, see-through apparel

Dress Code violations include but are not limited to the following:

Footwear must be worn at all times – **flip flops or high heels are not permitted.** When children play on the playground, flip flops and high heels have caused students to get their feet trapped in equipment, they have slipped on the blacktop.

No open-toed shoes

No unusual hair coloring, (i.e. green, blue, etc.) or hairstyles that are distracting or take away from instruction

Pants may not “sag” or “droop.”

Roller-Shoes—wheels must be removed.

No shoes that play music while the child walks.

***Please make sure your child either wears his/her tennis shoes on their P.E. day or keeps a pair of tennis shoes here at school in their locker. Tennis shoes **MUST** be worn on gym days.

Violations will result in immediate correction, which may include parental contact or disciplinary action assigned by individual classroom teachers.

EMERGENCY MEDICAL AUTHORIZATION FORM

During the first few days of school, parents are encouraged to complete all student information online through Final Forms (<http://www.chippewa.k12.oh.us/district/final-forms>). This online system takes the place of the yearly packets of paperwork to be completed. Once you have entered your child’s information within this system, it will remain in the system from year to year. In the event of an emergency requiring medical treatment, the elementary school will follow the information provided on the online forms. **THIS IS A VERY IMPORTANT DATA AND MUST BE ON FILE FOR OFFICE USE. If emergency information changes during the year, please update your account in Final Forms.**

Children who require emergency treatment for specific illnesses should have specific treatment or cautionary procedures available to all teachers. Any information about emergency or medical treatment must be provided to the school from the medical provider, with the child’s name and medical instructions for staff. Please send notes containing information such as this directly to the Principal so that she may facilitate informing appropriate personnel.

ENTRANCE AND WITHDRAWAL REQUIREMENTS

KINDERGARTEN:

To be eligible for kindergarten a child must live in the Chippewa Local School District and be five (5) years old on or before August 1. Registration will be held at Hazel Harvey Elementary School in the spring. Kindergarten students are now screened in the fall two days before the official first-day of school for kindergarten. Students are screened with the state-mandated KRA assessment. Students are also screened in speech, hearing, gross motor and fine motor skills.

NOTE: Law mandates that all children complete a kindergarten experience before entering first grade.

GRADE ONE:

To be eligible for grade one a child must live in the Chippewa Local School District, be six (6) years old on or before September 30, and have completed kindergarten.

EARLY ENTRANCE:

By state law, parents of a child who will attain the age of five between August 1 and December 31 may request testing for early entrance to kindergarten. This testing is done in May prior to the opening of school. Children must pass social, emotional, and academic tests at a prescribed level, and must satisfy the requirements established by Board Policy.

EXPECTATIONS FOR STUDENTS

Students are expected to come to school ready to learn. Students are responsible for their actions, appearances and general attitudes. We expect them to be positive, inquisitive and determined to be a success at Hazel Harvey Elementary School. Students are expected to follow general classroom and hallway rules. Some basic expectations include:

- Be prepared for class with completed homework and supplies.
- Protect books with book covers and be responsible for them.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will keep their hands, feet and objects to themselves.
- Students may not disrupt the learning process.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security to their own property.
- Students are to speak to others in an appropriate manner.
- Cell phones, computerized video games, radios, tape players, laser pointers or walkie-talkies or other electronic devices are not permitted.

Teachers are all asked to remind any student to follow the building rules. Consequences will be based upon individual classroom discipline plans. Parents will be included in the sequence of steps, and when the parent is notified of a problem, the principal will be given notification also. Parent notification will include behavior of student, consequences given, request for assistance from parent to reinforce acceptable behaviors, and the next step in the process.

SCHOOL FEES

Students are charged a school supply fee each year. Effort is made to keep these fees as low as possible. This year, the school supply fee is \$40.00 for all students, and will include online educational resource and licenses, learning workbooks, and classroom hands on resources for your child. Fees can be paid through the school office via cash or check, or can be paid online via credit/debit card through <http://www.chippewa.k12.oh.us/district/pay-schools>

FEES NEED TO BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. NO EXEMPTIONS WILL BE PERMITTED. IF YOU CANNOT PAY YOUR FEES ENTIRELY, YOU MUST MAKE ARRANGEMENTS TO MAKE INSTALLMENTS/SET UP A PAYMENT PLAN.

IF FEES OR ARRANGED INSTALLMENTS HAVE NOT BEEN PAID, UNFORTUNATELY YOUR CHILD WILL BE EXCLUDED FROM ALL EXTRA CURRICULAR ACTIVITIES AND WILL NOT RECEIVE A QUARTERLY REPORT CARD UNTIL THEY HAVE BEEN PAID.

FINES

Fines will be charged for the following:

1. Damaged or Lost Textbooks – Students are responsible for textbooks assigned to them. If a textbook is lost or if damage exceeds normal use, the student will be charged for an amount based on replacement or repair cost.
2. Library Charges – A schedule of charges for overdue, damaged, or lost books is available in the school library.
3. Any Non-Sufficient Fund fees for any check written to school.

**If fines are not paid, all report cards will be held starting in the first nine weeks.

FIRE, TORNADO AND CRISIS PRACTICE DRILLS

Periodic drills are required by law. Maps are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill:

- 1 Walk rapidly in a single file, do not run.
- 2 Take purses or any personal valuable with you.
- 3 Books should be left in the room.

FIRST AID:

If a student becomes ill or injured, they will be sent to the office. The secretaries will attempt to make arrangements with the parents when a child is ill. Telephone numbers will be obtained from the emergency medical cards. Please continue to update the school regarding emergency contact number changes. NOTE: Our school nurse is only in our building for a

few hours each week. We are not able to administer first aid treatment. Minor wounds are cleansed with water and a Band-aid applied. A caladryl lotion is applied to sting wounds, and to poison ivy and bites. We do not treat serious wounds nor remove splinters, etc.

FOOD ALLERGIES:

List any allergies on the Emergency Procedure Form.

This includes food, environmental and medication allergies.

GIFTED PROGRAM

It is the responsibility of Chippewa Local Schools to identify the gifted and talented students.

These students have learning styles that thrive with instruction that reaches multiple modalities.

All students in 2nd grade are tested within the school year using a standardized test (IOWA). The scores from these tests are included in the gifted selection rubric. The next step in the identification process is teacher nominations in which all students may be considered. Following the nominations, teachers are asked to complete a Gifted and Talented Evaluation Scale and an academic checklist for each student. From there, all scores are compiled on a rubric. Students are then identified gifted if they meet the state-approved criteria for gifted identification. Enrichment services will be provided to students who are identified gifted.

GROUP TESTING PROGRAMS

Kindergarten – 3 days prior to official start date for kindergarten in the fall

State mandated KRA (Kindergarten Readiness Assessment) and speech screening.

Grades Kindergarten – Grade 2:

In the fall, winter and spring, students will be complete diagnostic testing.

Grade Two: Spring

Standardized Achievement Tests/ IOWA

HALL PASSES – OFFICE PASSES

Students in the halls while classes are in session must have a hall pass or be accompanied by a staff member. Unless otherwise directed by a teacher, students should be released from classes for emergency situations only. Students are not to come to the office for hall passes. They will not be issued. The only passes issued by the office are those given to students who arrive late to school. **Students need a pass to come to the office.**

HOMEWORK

Homework serves an important purpose in your child's life. The time spent on homework is an extension of the school day and a means of reviewing and reinforcing the lesson taught in school. Homework is also a way to help your child develop self-discipline and independent study habits that will assist him/her throughout the years spent in school.

The following suggestions will aid you as you help your child develop some routines that will be of assistance in successfully completing homework assignments. Supervising homework is the most important thing a parent can do to ensure a child's school success. Students are required to complete homework and turn in assignments the next school day. Failure to turn in homework promptly may yield no credit.

The advice offered below may not always be suitable for every child; however, you can select the suggestions that seem right for your youngster.

1. Help your child schedule a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
2. Our teachers desire to assure understanding before a student attempts independent practice at home. The amount of time homework should take depends on what the school expects, as well as how efficiently a child works. If your child seems to have an unreasonable workload, if the work is consistently too hard or too easy, or if he/she is totally lost, contact the teacher. We intend to provide assignments that reinforce skills, not assignments that generate boredom, frustration, or exhaustion.

3. Assist your child in establishing good study habits by providing a notebook or paper to jot down assignments.

Review these assignments daily. **It is important to check and sign your child's agenda on a daily basis.**

IMMUNIZATIONS:

Immunizations are required by law. If for religious reasons you object to immunizations, obtain a card from your church stating the objection, affix your signature, and return the form to the school office. If for philosophical reasons, state your beliefs in writing, affix your signature, and return it to the school office. **Parents are advised that a non-immunized child is subject to exclusion from school in the event of an outbreak of a communicable disease.**

INTERIMS AND STUDENT PROGRESS

All student progress can be assessed through the on-line Progress Book website. If you do not know your user name or password, please call the office at Hazel Harvey. Since this is available to parents, we will no longer be sending home interims. However, if you do not have access to a computer, parents need to call 330-658-2522 and request a copy of their child's progress. It is also important to note that even if your child shows a certain grade for an academic area, the final report card grade may change due to other criteria not recorded in Progress Book.

LOCKERS

Student lockers, desks, cabinets, and similar property are the property of the Chippewa Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning, for reasonable cause. Any such search will include school officials and the district resource officer.

MAKE-UP WORK

If absent one day, a student will have at least one day to make it up. A reasonable amount of time will be given for notice of a test.

MEDICATIONS DISPENSED

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medications including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

If your child needs medication for the first day of school, please bring medication to school and fill out the necessary paperwork BEFORE school starts. If your child is diabetic or has severe allergies, such as peanuts, a meeting with the principal and school health provider needs to be held before school starts to document pertinent protocols.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and the child. Before any medication or treatment may be administered to any student during school hours, **the Board shall require two forms completed prior to administering medication. There is one form for the doctor to sign called the Physician Statement. The other form that needs to be signed by the parent is called the Authorization for Prescribed Medication or Treatment. Also, PARENTS ONLY can bring the medication to school—DO NOT SEND MEDICATION WITH YOUR CHILDREN. When you bring the medication to school with the proper forms, parents must sign they dropped off the medication, and they must sign when they pick it up.**

Only medication in its original prescription bottle (labeled with the date of prescription, student's name, and exact dosage) will be administered, and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure is prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as noted, stored in the Principal's office and administered in accord with this policy.

Parents are requested to provide all medical supplies for students and to assist the staff with monitoring the plans for students in school.

If your child needs medication for the first day of school, please bring the medication to school and fill out the necessary paperwork before school starts. If a child is diabetic or has severe allergies, such as to peanuts, a meeting with the principal needs to be held before school starts to document pertinent protocols.

Parents need to pick up all medications on or before the last day of school. If medications are not picked up they will be appropriately disposed.

PARENT PARTICIPATION/VOLUNTEERS

The elementary school encourages parent and community involvement in our school. Parent volunteers do a variety of tasks from clerical duties, tutoring of students, assisting teachers, and they are very important to the success of our school. Please call the school office or your child's teacher, (330) 658-2522, for additional information.

PLAGIARISM POLICY

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments. Examples of plagiarism include:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Cutting and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences. These could include:

- Points deducted from the final score/grade for the assignment.
- Loss of credit for the assignment.
- Denied use of school computers.
- Suspension from school for continued violations.

PLAYGROUND

Safety – A list of rules for student safety follows. Students are informed of these rules by their homeroom teacher, and are asked to initial a class list to verify inservice. For the safety of all students on the playground, two to three staff members will be on the playground at all times for each grade level. Staff assignments will be made by the principal.

If a student becomes sick or gets injured on the playground, he/she must report to the staff member on duty immediately.

Rules:

1. Keep hands to yourself.
2. Stay in designated areas (away from windows, behind yellow line marked on playground, building entrances, outdoor classroom, and woods).
3. No playing "Tag"
4. Use playground equipment as intended.
5. Playground toys are to be used on the ground area; do not throw balls or toys on the roof of the building
6. Students should participate in reasonable play with balls. Students are not permitted to aggressively kick or throw balls at other students with intention to hurt.
7. Students will engage in safe play (no tackle football, no rough play, no fighting).

8. School provided toys are permitted on the blacktop area. Students should not bring balls, toys etc. from home.
9. Notify teacher or playground aid of any child being “bullied” or “harassed.”
10. **NO FLIP-FLOPS, OPEN-TOED SHOES OR HIGH HEELED SHOES PERMITTED.** Tennis shoes are the most appropriate.

Please note: Students need to tell the teachers who are on playground duty if any type of inappropriate behavior has occurred. Sometimes parents call with concerns about issues that occurred on the playground, but the teachers on duty were never notified. It is important to solve problems immediately. Therefore, encourage your child to share with a teacher if they feel someone has hurt them or bullied them so the problem can be addressed immediately. Teachers will use their discretion on handling the situations either through discussion, time on the wall or student(s) being sent to the principal’s office.

SPECIFIC EQUIPMENT RULES

Swings:

1. Only one person on a swing.
2. Sit on the swing always, no standing.
3. Wait until the swing stops before getting off, no jumping off moving swings.
4. Pump the swings yourself, no pushing other children on swings.
5. Swing forward on the swings.
6. Walk safely around the swings; do not play close to the swings.

Sliders and Poles:

1. One person can go down a slide or pole at a time.
2. Always sit on the slides and go forward; no climbing up the slides.
3. Slide down the poles; do not climb up the poles.
4. If the slide or poles are wet, stay off of them.
5. Look to be sure that no one is in front of the slide before going down.

Climbing Equipment and Bars

1. Hold on tightly to the climbing toys and bars.
2. Go in the same direction as the other children.
3. Only jump off when you can land on your feet.
4. Stay a safe distance from the next child.
5. Do not swing your feet.
6. Do not hang upside down or climb on the top of the bars.
7. If the climbing toys or bars are wet, stay off of them.

Consequences for Not Following Playground Rules:

Failure to follow playground rules will result in a 5-minute time out on the wall of the school building and be denied access to that piece of playground equipment for the remainder of the school day. For repeat “rough play” offenders, students will be given a time out period on the wall for the remainder of the recess. Parent notification will be given for repeat offenders, following these procedures: Warning, consequences, parent notification, intervention, and principal action.

RECESS

Recess is an integral part of a child’s school program, both physically and socially. Students will be expected to be dressed for the weather each day (boots, hats, gloves, warm coats, etc.) as they will participate in the full activities of the school, outside recess included. Be sure that your child is ready for a full day of school after an illness.

1. Inclement Weather:

Students **will not** go outside for recess if:

- It is raining
- Wind chill or current temperature is 20 degrees or below

2. Sick Children not recommended to go out for recess:

Our teachers must have a lunch break and cannot supervise children that should be outside or at home resting. Therefore, we are often faced with the problem of what to do with the child who wants to stay in. Notes from

parents will be honored for only one day requesting a child to stay in at recess. The child will remain in the school office. Your cooperation in limiting requests for your child to stay in except after an illness or other limited times will be appreciated. If a child needs to remain inside for an extended period of time, we need to have an indication in writing from your physician. Remember: Too sick to be outside, too sick to attend any function, including school. Full recovery is what we are after – not relapse. Please understand that this policy is designed to deter children who prefer to stay in and attempt to find excuses to do so.

SCHOOL CLOSING

Winter months may be rather unpredictable in Ohio, and we find it necessary to cancel school due to poor road conditions or other emergencies. If you have entered your current contact information into Final Forms, this information will communicate directly with our school database and School Messenger. School Messenger is the resource that alerts parents of any important information from the schools, including school closures, via phone, email, and text. The following is a list of the **only** radio and television stations used to inform you as well.

Radio		Television	
FM 104.5	FM 96.5	FM 99.5	Channels 3, 5 & 8
AM 1590	AM 640		

If the Superintendent would deem it necessary to close school during school hours, please listen to the above communication systems to stay informed.

For the quickest and most accurate information on school delays and closings, please listen to WQKT 104.5 FM. This station has proven to be the most reliable coverage for weather related information and provides updates at least every half hour beginning at 6:00 a.m.

SCHOOL RECORDS

In compliance with Federal regulations, the Chippewa Local School District has recently updated its policy and established the following guidelines concerning student records.

- A. The Principal is the Records Control Officer for Hazel Harvey Elementary School. He/She is responsible for the processing and maintenance of all students enrolled there. The office is located at 165 Brooklyn Avenue, Doylestown, Ohio or can be reached by calling (330) 658-2522.
- B. Each student's records will be kept in a confidential file located at 165 Brooklyn Avenue. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years or age or older), and those designated by federal law or District regulations.
 - Academic information – including test scores, academic status, awards and official letters.
 - Attendance records and disciplinary records.
 - Medical and health records.
 - Counseling and psychological records.
 - Personal identification or “directory” information – including social security number, pictures, and address. The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) dictate how schools handle this sensitive information. It protects a student's rights to privacy and a parent's right to know.
- C. A parent, guardian, or adult student has the right to request the removal or correction of inaccurate school record information to a student's records and to obtain a hearing with District officials. Grades and educational decisions cannot be challenged.
- D. The District has established the following information about each student as “directory information”. This information will be made available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within five (5) days from the date when the notification is given by the district. The Records Control Office will not permit distribution of any or all of such information if notification is made.

Name, address, and telephone number, date and place of birth, height and weight, dates of attendance, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office, 56 N. Portage Street, Doylestown, Ohio or by calling (330) 658-6368.

SCREENINGS:

Vision screenings are completed on all students in preschool or kindergarten, grades 1 and 3 annually. Other grade-level students are referred by staff members for a vision screening if a concern is noted. A parent may refuse the vision screening through a formal letter to the Principal.

Hearing screenings are completed on all students in preschool or kindergarten, grades 1 and 3 annually. Other grade-level students are referred by staff members for a hearing screening if a concern is noted. A parent may refuse the hearing screening through a formal letter to the Principal.

Communication screenings are completed on students who are referred by a staff member. Screenings are completed on all kindergarten students during the fall screening.

SECURITY ISSUES

The safety of all the students at Hazel Harvey is a top priority. To assure that the students are kept safe, the following procedures have been put into place. All doors to the school building will be locked during the day. **Parents and other visitors MUST sign in at the office and wear a visitor's badge.**

Playground safety is of utmost importance for all our children. At all times, we have 2 to 3 adults on the playground. We really emphasize your child wearing shoes that are appropriate for playground play. Tennis shoes or shoes with rubber soles are the best. One-inch or two-inch heels or boots are very dangerous. Flip-flops and open-toed shoes are absolutely not permitted.

We also have a no-bully policy on our playground, and children who feel they are a victim of bullying must report it to an adult immediately if it occurs on the playground so that it can be addressed.

SEXUAL HARASSMENT

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

STUDENT AGENDA BOOK/DAILY TAKE HOME FOLDER

Student agendas are designed to be a tool to help students increase their organizational skills. This book is to be carried with the student to all classes. Dates, classroom assignments, special projects or events and grades should be written in the book. Students should also use the book to schedule their study time at night. Parents should check and sign their child's agenda book on a daily basis.

The book will also be used as a means to facilitate communication between the home and school. Notes can be written or parents and teachers may simply wish to initial completed assignments.

Please remember to send a separate note for your child to be picked up. Do not write end of the day arrangements in the agenda book.

STUDENT CODE OF CONDUCT

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The “Basic Rules” are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. **Alarms**– Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**– Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**– The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Bus**– Failure to obey the bus driver or display unsafe conduct on the bus.
5. **Complicity**– Students will not help others to violate any portion of this Code of Conduct.
6. **Computer Usage**– Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
7. **Dangerous Instruments**– Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others.
8. **Demeaning Acts**– Appear in a school activity in improper attire or perform acts of a demeaning nature.
9. **Dishonesty**– Commit acts of dishonesty which includes cheating on tests or assignments.
10. **Disrespect** – Be disrespectful (intimidate, insult, abuse, etc) to a Chippewa employee or student on school property or at a school sponsored event.
11. **Driving**– Operate vehicles in an unsafe manner.
12. **Extra Curricular**– Failure to abide by the school rules and regulations during athletic or extracurricular activities.
13. **Fighting/Physical Acts**– Perform acts of violence, fighting, or physically touching a student or employee.
14. **Fire**– The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
15. **Gambling/Card Playing**– Play cards, flip or match coins, roll dice, or participate in any other form of gambling.
16. **Hazing/Harassment/Intimidation/Threats**– Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees. This includes sexual harassment.
17. **Illegal Substances and Paraphernalia**– Possess, use, or distribute illicit drugs, alcohol, or other harmful or illegal substances. Drug paraphernalia is prohibited.
18. **Inappropriate Language**– The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
19. **Inappropriate/Disruptive Behavior**– Disruptive behavior within the school environment including all school functions.
20. **Insubordination**– Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
21. **Lockers**– Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student’s locker without permission is prohibited.
22. **Look-Alike**– Be involved with the use, possession, or distribution of look-alike drugs, weapons, tobacco, alcohol, electronic cigarettes/cigars, etc.
23. **Miscellaneous**– Possess or use beepers, cell phones, ipods, radios, chains, laser pointers and other articles determined to be inappropriate by the building principal.
24. **Petition**– Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**- Handholding, hugging, kissing, and other signs of affection at school are prohibited.
26. **Repeated Violations**- Repeatedly fails to comply with directions.
27. **Tardiness**– Be tardy to school or class.
28. **Theft**– Unauthorized possession of school or personal property.
29. **Tobacco**– Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
30. **Truancy/Class Cutting**– Cutting classes without permission or is truant.
31. **Vandalism/Damage**– Destroy or damage property or perform acts of vandalism.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to read and understand the *Student Code of Conduct* and *Basic Rules*. They should understand the possible consequences for violations. If a student commits a violation requiring suspension, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.

BULLYING

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

Definition: 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. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

HARASSMENT/HAZING/INTIMIDATION

Definition: Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

Sexual Harassment: Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

Threatening Language: Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as “I’m going to get you,” or “I’m going to kill you,” are no longer acceptable and cannot be erased by “I’m sorry,” or “I was just joking.” When inappropriate behaviors or remarks can be verified, discipline will be issued.

SUSPENSION AND EXPULSION

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

THE FIRST OFFENSE - may result in up to 3 days of suspension.

THE SECOND OFFENSE - may result in up to 5 days of suspension.

THE THIRD OFFENSE - may result in up to 10 days of suspension.

REPEATED OFFENSES – of misconduct may result in a recommendation to the Superintendent for expulsion from school.

The principal may determine to exceed the minimum number of days for a specific out-of-school suspension based upon the severity of the offense.

During out-of-school suspension or expulsion, students are not to be on school grounds or attend school activities, which include practices or any extracurricular events. The student is permitted to make up missed assignments but will not be given credit for assignments or tests.

SUSPENSIONS/EMERGENCY REMOVALS - Automatic

Some violations of the Code of Conduct will result in an administrative decision to move to suspension and passing over other disciplinary options such as warning or detention. Some of these include but are not limited to fighting (both students suspended), physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher and the possession of weapons.

TEACHER – LEVEL DISCIPLINE

Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms.

Discipline options available to teachers include, usually in this order, the following:

1. Verbal warning
2. Teacher Discipline
3. Referral to Principal
4. Principal Discipline

In-School suspension or Out-of-School suspension will be assigned by the building principal for infractions of the code of conduct or repetitive problems in the classroom or on the playground.

TEXTBOOKS

Textbooks are provided by the Board of Education and loaned to each student for use during the school year. The student is responsible for taking care of the textbooks issued to them, and when a textbook is issued the teacher records the general condition of the book. The parent must pay for books that are damaged or lost. Final report cards may be held if fines or replacements costs are not paid for damaged or lost textbooks.

TRANSFER OR NEW STUDENTS

Students transferring from other school systems must present an original birth certificate, health records including immunization verification, and applicable custody papers upon entrance. Two proofs of residency are required by the Chippewa School District, as well as registration online through Final Forms

<http://www.chippewa.k12.oh.us/district/final-forms> . All new students to Hazel Harvey Elementary will receive a vision, hearing and communication screening as required by law.

VISITORS

All doors to the school building will be locked during the day for the safety of our students. All visitors and/or parents must use the main entrance. Parents and other visitors MUST sign in at the office and wear a visitor's badge.

We welcome you to visit your child's class at any time after the first month of school as long as you have made arrangements with the teacher. Please do not bring other children along when you visit the classroom. All visitors other than parents or guardians must make pre-arrangements with the school office and teacher.

One of the goals of our school is to utilize the resources of parents and citizens of the community to broaden our curriculum. Sharing travel experiences, movies, hobbies, special talents, experiences, and information about your vocation makes our total curriculum become a more meaningful learning process. Please contact your child's homeroom teacher if you are willing to share.

WEB PAGE

Hazel Harvey Elementary School can be located on the Internet at www.chippewa.k12.oh.us. Students, staff, and community members can obtain a variety of useful information from these web pages. Here, you will find a directory of staff email addresses, information about academic programs, athletic schedules and pictures, guidance information with links to Final Forms, PaySchools and other important school links, school closing information, and much more. We are constantly striving to make our web site more useful.

WITHDRAWAL OF STUDENTS

It is important that you notify the school and fill out a Student Withdrawal Form as soon as possible. There are several forms that must be completed before we can release your child's records to another school. The school in which your child enrolls will send a request for his/her records, and we will forward the necessary records promptly.