

Josiah Harris
Elementary School

Student/Parent Handbook

2008-2009

WELCOME

We have a great deal of pride in our building and hope you and your family will share this pride with us. Please let us know if you have any school related problems. Let us know if you like something too! An important part of school life is encouraging students to be resourceful – developing good ideas, attitudes and skills. With these basic ingredients, students can and should get involved in all phases of our school program. Positive attitudes do wonders!

2008–2009 School Year Calendar

Aug. 22	Friday	New Teacher Inservice
Aug. 25-26	Monday-Tuesday	Staff Inservice
Aug. 26	Tuesday	Open House (7:00 p.m.)
Aug. 27	Wednesday	First Day of School
Sept. 1	Monday	Labor Day- No school
Sept. 22	Monday	Picture Day
Oct. 1	Wednesday	Interim Reports
Oct. 17	Friday	NEOEA Day- No School
Oct. 24	Friday	Picture Re-take
Oct. 31	Friday	First Grading period ends
Nov. 10	Monday	Report Cards
Nov. 13	Thursday	Conferences (Early Dismissal)(1hr.)
Nov. 14	Friday	No School
Nov. 26-28	Wed.-Fri	Thanksgiving Break
Dec. 2	Tuesday	Early Dismissal (2hr.)
Dec. 10	Wednesday	Interim Reports
Dec. 22-Jan. 2		Winter Break
Jan. 5	Monday	School Resumes
Jan. 16	Friday	Second Grading period ends
Jan. 19	Monday	Martin Luther King Day-No School
Jan. 26	Monday	Report Cards
Feb. 16	Monday	Presidents' Day No School
Feb. 18	Wednesday	Interim Reports

Feb. 19	Thursday	Conferences (Early Dismissal)(1 hr.)
Feb. 20	Friday	No School
Mar. 3	Tuesday	Early Dismissal (2hr.)
Mar.27	Friday	Third Grading Period Ends
		No school for students/ all staff
		report
Apr. 2	Monday	Report Cards
Apr. 3	Friday	Staff Inservice
Apr. 6-13		Spring Break
May 12	Tuesday	Interim Reports
May 25	Monday	Memorial Day- No School
June 7	Sunday	Graduation
June 10	Wednesday	Last Day for Students/Report Cards
June 11	Thursday	Staff In-Service/Calamity Make-up

HARRIS ELEMENTARY STAFF 2008/2009

PRINCIPAL - Mrs. Rhonda Neuhoff

SECRETARY- Mrs. Lisa Dadas

FACULTY

Mrs. Mary Bartek	Grade 4
Mrs. Becky Beal	Grade 4
Mrs. Alma Bernard	Guidance Counselor
Mrs. Jennifer Call	Grade 4/Gifted Teacher
Miss Nancy Campana	Grade 4
Mrs. Karen DelVecchio	Grade 4
Miss Mindy Dodson	Intervention
Specialist	
Mr. Todd Engle	Physical
Education	
Mrs. Kim Gambish	Grade 4
Mrs. Laura Hause	Grade 4
Miss Deborah LeSuer	Music
Mrs. Sandy Leavy	SGI Tutor
Mrs. Andrea Massie	Psychologist
Mrs. Anne Meggitt	SGI Tutor
Mrs. Karen McCaslin	Grade 4

Mrs. Mary Kay Mullen	Grade 4
Mr. Matt Schillinger	Grade 4
Mrs. Kay Sutton	Grade 4
Mrs. Shelley Varouh	Invention Specialist
Mrs. Sue White	Grade 4
Mrs. Teresa Winiasz	Art
Mr. Dave Zajkowski	Grade 4
Mrs. Wendy Zimmerman	Speech and Language Pathologist

SUPPORT STAFF

Mrs. Rose Betchker	Media Aide
Mrs. Christine Derricotte	Lunch monitor
Mr. Roger Jones	Night Custodian
Mrs. Samantha Jones	Cook
Mrs. Patty Leuszler	Student Attendant
Mrs. Michele Reaser	Educational Aide
Mrs. Kathy Smith	Head Cook
Mrs. Chris Walker	Cook
Mr. Mike Walters	Head Custodian
Mrs. Carol Wagner	Lunch monitor
Mrs. Jeannie Walton	Educational Aide

AMHERST SCHOOLS' PHONE DIRECTORY

Superintendent, Mr. Steve Sayers	988-4406
Director of Curriculum and Instruction, Judy Alexander	988-4406
Director of Special Education/ Dr. Judy Hudgins	988-4406
School Psychologist, Mrs. Lori Kendrick	988-3952
Treasurer, Mrs. Shirley Antel	988-8846
Business Office	988-4406
High School Office	988-4433
Amherst Junior High	988-0324
Nord Middle School	988-4441
Shupe Elementary	988-4090
Harris Elementary	984-2496
Powers Elementary	988-8670

GENERAL INFORMATION

This Handbook is intended to answer commonly asked questions about the operation of Harris School as well as provide notification regarding due process for student discipline as required by law.

Harris Philosophy

Our purpose is to educate each student to his highest level of academic performance. We are concerned that each student develop the skills necessary to become a well-rounded, independent learner, able to work in a responsible and cooperative manner.

We believe pupils need to have a positive self-concept and be treated fairly, honestly and with respect for most effective learning to take place. To accomplish this, we strive to maintain a child-oriented atmosphere, looking at each student individually.

Our staff is here because they feel positively about children and are deeply concerned about the whole child, making decisions in the child's best interest.

We acknowledge the power we as educators have over the lives of children and recognize parents as partners in their child's education. We hope to use our energies cooperatively to nurture children.

We hope each child goes home each day having learned something new, feeling good about his/her day with us.

Course of Study

The curriculum at Harris is under continuous study in order to keep current and to insure that the best materials, equipment and strategies are being provided. Each content area has an approved written course of study which determines what is taught in that area. Courses are approved by the Board of Education.

The Curriculum, in its broadest sense, includes all the experiences that children have at school. We believe that all children can learn and that it is our responsibility to actively engage students in the learning process. Individual needs are met through flexible grouping and individualized instruction within each class.

Meeting Individual Student Needs

Personal attention to student needs is done as we attempt to prevent learning problems. Students' progress is closely monitored using criterion-referenced and standardized tests from grade one through grade five (The Terra Nova Tests). Students experiencing difficulty are identified using these items and intervention planned.

Teaching aimed at preventing academic problems is supported with a variety of interventions for cognitive difficulties which teachers are aware of and practice. Remedial reading and math are available to serve students.

Behavioral and/or emotional problems which lead to depressed academic performance are intervened using tools such as behavior contracts and involvement of the guidance counselor. If more intervention is necessary, consultation with the Intervention Assistance Team is done. Consultation with the psychologist also occurs.

Special programs are available to serve students. Two resource rooms, a speech therapist and a Small Group Instruction Tutor are housed in our building. Mainstreaming for these students is regularly a part of their Individualized Educational Plan. Excellent communication is maintained between the resource and homeroom teachers. Individualized Educational Plans are also written as cooperative programs so students can receive instruction in the regular class but still be able to access the Intervention Specialist for help when needed.

SPECIAL SERVICES/PROGRAMS

Computers

Five computers are available to each classroom at Harris for instruction. Students are provided with a scheduled time in the library/ computer lab to receive direct instruction in using the computer as a learning tool. Students will be instructed on how to learn word processing by taking home The Writer. This equipment will be used at home for a grading period.

Field Trips

Field trips may be planned during the year to enrich and enhance the learning which takes place in the classrooms. Children going on field trips must return the parent-signed permission form which indicates parent approval. Children must have parent approval in order to participate in any field trip which takes the children out of the school district. A lottery will be used when choosing chaperones for field trips. Only those parents chosen are permitted to attend the field trip.

Guidance

The elementary guidance counselor functions as a helping person for students, teachers, and parents. The counselor conducts group guidance programs in the classrooms. Students may request to see the counselor or they may be referred by a teacher, parents, or the principal. Children may be counseled individually and/or in small groups.

Media Center

The Media Center's staff consists of a full time media aide. Students meet twice a week to participate in planned activities which encompass library and research skills and literature appreciation. The students will also learn keyboarding skills. Students may check out up to three books per week. Students may visit the Media Center during unscheduled times with permission from the classroom teacher.

School Nurse

Our nurse is employed by the Amherst Schools and visits our school on a regular weekly basis. If you wish to contact her for information, please call the school.

.... First Aid

In case of injuries such as cuts, abrasions, etc., the school gives first aid; we contact the parent immediately if medical attention is required. The school gives no aspirin or medication to children. When a child becomes ill or is injured during school time, we will contact the parent to come to school to transport the child home if necessary.

In the event a parent cannot be reached we will call the emergency numbers you are asked to provide on the second day of school. We will call 911 for medical assistance in the event of a serious injury.

Special Education Services

The Special Education programs offer either a tutor or resource room teacher to those students who qualify for special education program. The extent and type of participation are determined by individual need as outlined in each student's Individual Education Plan (I.E.P.)

Speech and Hearing

We have a corrective speech program. Parents of any child in need of speech therapy are notified by the school.

GENERAL OPERATING PROCEDURES

Attendance reporting

We are required by the Missing Child Act to know the whereabouts of each child enrolled in Harris each day. For this reason we ask that you call the office and report your child's absence, otherwise we will attempt to reach a parent or guardian to confirm an absence. We begin making calls at 9:45. You may call the secretary at 984-2496 to report your child absent.

Bicycles

Bikes are to be parked in the racks with a chain or lock during the school day. Bicycle riders have the responsibility to become familiar with bicycle safety practices and are subject to the same rules and regulations which govern walkers. The school will not accept responsibility for care or supervision of bicycles. It is recommended the student keep an updated bicycle license.

Building Hours

School doors open at 8:30 a.m. The main office is open for student services at 8:00 a.m. until 3:30 p.m.

Birthdays/Treats

Birthday cards and pencils are presented to each student on their birthday. **Individual treats, brought in from home, are not permitted.**

Bookstore Supplies/Hours The school store will be open the week before school opens during the hours posted. It will be open on Monday and Wednesday from 8:30-9:00.

Writing Paper - Grade 4
Notebook Paper
Spiral Notebooks
Steno Notebooks
3"x5" Notebooks
3"x5" Ruled Index Cards
Pencils
Red Pens
Pencil Cap Erasers
Crayons
Scissors (Right and Left Handed)
Elmer's Glue
Pencil Bags
Rulers
Pocket Folders
Homework Assignment Books
Headphones for computer lab

PLEASE DO NOT BUY TRAPPER KEEPERS

Change of Address

Inform the office in writing if you have a change of address or telephone number in order to help in addressing mailings and in case of emergencies. For change of address, please provide proof of residency.

Directory Information

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information.

Directory information shall include the following:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities

5. Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

Dismissal/Transportation Changes

Those children walking home will be dismissed at 3:30 p.m. Children riding the bus leave at various times. Please check your child's bus schedule so you know when to expect him home. **IF THERE IS A CHANGE OF TRANSPORTATION FOR YOUR CHILD, PLEASE NOTIFY THE OFFICE. A NOTE OR TELEPHONE CALL (FROM THE PARENT) IS NECESSARY.** If you do not send in a note, please come to the office to sign your child out when you come to pick him up. We must have written authorization.

Unless there is an emergency situation, students are only permitted to ride on their assigned bus. In case of an emergency requiring the student to take a different bus, the bus driver requires a note signed by both the parent and the principal. Children will not be permitted to ride a different bus or get off at a different bus stop for the purpose of visiting a friend.

Should your child wish to visit a friend's home after school, transportation other than bussing must be arranged, also, a note from BOTH FAMILIES stating that permission has been given is required.

Delayed Start - ONE HOUR

The Amherst Schools may use a one hour delayed start on bad weather days. The official announcement for the one hour delay may be heard over the local radio station, WEOL. If a one hour delay is announced, parents must continue to listen to the radio for updates since school could still be canceled if conditions do not improve.

Electronic Devices

The use of Pagers, cellular phones, and related equipment are prohibited on school grounds. Students in possession of such items may be subject to disciplinary action. Such items will be confiscated from students and parents will be notified to pick them up at school. Students are not to operate radios, tape players (Walkman), CD players or other electronic devices during school hours. Violations of this policy will result in the confiscation of such items. Second violations may result in disciplinary action and parent conferences.

Students should limit items brought to school to those items necessary for school activities. **THE SCHOOL IS NOT RESPONSIBLE FOR UNNECESSARY ITEMS BROUGHT TO SCHOOL WHICH ARE LOST OR STOLEN.**

Emergency School Closing - Activity Cancellation

In case of severe weather - snow, low temperatures, ice, etc. - the official announcement for school closing and activities cancellation may be heard over the local radio station, WEOL. **Please do not call the school.**

End of School Responsibilities

Students must make sure all books are returned to respective teachers. The school must be reimbursed for any books not turned in at the end of the year. All fines must be paid. If the student owes any fines, or has not returned books, report cards will not be sent home until fines are paid in full and books are returned.

Extra-Curricular Activities

Students are to be in school the entire school day of the extra-curricular activity in order to be allowed to participate. If the student leaves school ill or is excused in the morning because of personal illness, for the physical well-being of the student it may be necessary to ask for a physician's release before being permitted to participate.

Fee Schedule 2008/2009

Students will be assessed a fee for workbooks used to supplement our course of study.

GRADE 4

Language Arts Fee	\$ 27.00
Agenda Book	\$ 5.50
Student shuttle folder	\$ 1.10
Handwriting workbook	\$ 13.40
TOTAL	\$ 47.00

We realize the financial burden these fees may present and will gladly work with you to create an installment plan to pay these so that full payment can be made by the end of the school year. Report cards are held until full payment is arranged. Please call the principal at 984-2496 to discuss this further.

Fines

Any fines not paid through the classroom teacher by the close of school must be paid in the office during summer office hours. Report cards will not be sent home until this obligation has been met.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys promptly and clears the building as quickly as possible by the prescribed route, as posted in each individual classroom. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside.

Grading Scale

Although individual teachers grade differently, the scale which they base grades upon is as follows

- A = 93% - 100%
- B = 85% - 92%
- C = 75% - 84%
- D = 70% - 74%
- F = 69% - and below
- S = Satisfactory
- NI = Needs Improvement

An asterisk (*) may be used alongside a student's grade to indicate that a modification or adaptation of the curriculum or grading scale was made for that particular subject. This indicates that the child received significant assistance or alterations of grade level expectations in order to achieve the given grade.

A letter grade in fourth grade is given for completion of homework.

The following criteria is used for the homework grade:

A	1 Assignment not turned in
B	2 Assignments not turned in
C	3 Assignments not turned in
D	4 Assignments not turned in
F	5 Assignments not turned in

Gum Chewing

Teachers have the right to restrict or prohibit the use of gum in classrooms.

Health Clinic

Due to various laws the staff of the office is not permitted to dispense internal medicines, but if a student feels ill and cannot continue in a classroom, the student should report to the main office. If the student is in a class, permission must be obtained from the classroom teacher. Before a student is sent home for illness, a parent or guardian must be contacted. If the student cannot return to class, he/she will be sent home with parental approval.

Homework Requests

Homework requests will be granted after the second day of absence. Parents who wish to pick up homework for their child are asked to call the school before 11:00 A.M. in order to have the work ready by 2:30 P.M.

If the requests are made after 11:00 A.M. the work may not be ready until the following day. This gives the teacher time to get the assignments ready.

Please pick up homework before 4:30 P.M.

Incomplete Grades

Incomplete grades recorded at the end of any grading period normally must be changed to the appropriate letter grade within 10 days. Any exception which teachers deem necessary must be approved by the principal.

Library Procedures

Each class goes to the library twice a week to check out a specified number of books. The children may keep the books for one (1) week and must return them in order to borrow more. There is no fine if a book is late, but if a book is lost, a fee will be charged to replace it.

Lost and Found

Identification on children's belongings is desirable. A Lost and Found Area is located by the office. We have eyeglasses, watches, and jewelry in the office, not claimed. Please check. Full

names on clothing (boots, jackets, etc.) are most helpful. All items left as of June 15th will be donated to the needy.

Lunch Prices

The Board of Education has set the lunch price for the 2007/2008 school year at:
K- 6th Grade (\$2.50); Milk (\$.50).

Lunch Program

Students may carry their lunch or purchase a hot lunch. Milk (white or chocolate) is available.

Lunch Rules

- Proper table manners must be used.
- Walk at all times.
- Raise hands for help.
- No bag popping, food throwing, crushing milk cartons, blowing straws, etc.
- Talk quietly.
- No sharing or trading of food.
- Ask the aides to use the restroom.

Make-up Work

.....Excused Absence.....

Students may complete work missed because of excused absence. Normally, the student may have one day for each day missed. If no more than one day's absence is involved, the student will take any tests scheduled on the day of his return. The teacher and student will make special arrangements for absences in excess of 10 days.

.....Unexcused Absences.....

Students may not make-up for credit regular classroom work missed because of unexcused absence.

Medication Policy

It is the policy of the Amherst Board of Education to discourage the administering of any oral medication (prescription or non-prescription) to students by school personnel. For students who must take medication at school, forms, available at the school office, must be completed by both parent and physician.

A. Prescription Medication

1. The parent must obtain a written order from the physician requesting that oral medication be given at school, stating the name of the medication, dosage to be given, the time it is to be given, reason for medication and possible side effects.
2. The medication is to be provided in the container dispensed by the prescribing physician or licensed pharmacies with the child's name, the name of the medication, when it is to be given, name of pharmacy and prescription number.
3. The permission form is to be signed by the parent and the physician.
4. If the medication dosage or physician is changed, the above process will have to be repeated.

B. Non-Prescription Medication

1. Parent must provide a written plan requesting that non-prescription medication be administered at school, stating the name of the medication, dosage to be given, the time it is to be given, reasons for medication and possible side effects.
2. The non-prescription medication is to be provided in its original container with identification clearly marking child's name and when it is to be given.
3. Permission form is to be signed by parent and physician.
4. If the medication or dosage is changed, the above process is to be repeated.

C. Immunization

1. Children who do not have evidence of proper immunization may be excluded from school after 14 days.

Parent/Teacher Conference

Communication between the home and school is viewed as extremely important. Parent/Teacher Conferences are held formally during the fall of each year. Other conference times are available throughout the year by parent and/or teacher request.

Dates:	November 12	-	3:45 PM to 7:45 PM
	November 13	-	3:00 PM to 9:00 PM
	February 19	-	2:30 PM to 6:30 PM

Holiday Snacks

The Harris Parents' Club will provide snacks at Halloween, Christmas and on Valentine's Day. **No treats other than those provided by Parents' Club will be served.**

Placement of Students

The placement of students into classrooms for the following year is extremely important, requiring considerable time and careful consideration. It is important because a student's placement into the appropriate classroom setting is a significant factor in his/her educational and social progress during the year. Each student is placed individually, considering such factors as teacher's personality and teaching style, student's personality and learning style, physical arrangement of the classroom, balance of boys and girls, combinations of students to be avoided, and overall composition of the class.

The Amherst School District employs teachers who have the background, training, experience and potential to be outstanding. The school district also provides a comprehensive staff development program enabling teachers to develop and refine their teaching skills. We have confidence that all teachers are well-qualified to provide a quality program of instruction.

If parents feel that a particular learning situation may be more appropriate for their child, we ask that a description of the suggested classroom setting be provided to the Principal in writing by May 7th. We also ask that specific teacher assignments not be requested. The information will be considered in order to make the best possible classroom assignment decision for each student.

Playground Procedures

Tunnel Slide

1. Feet first
2. Only two children on each platform at a time

Double Slide - One ladder for the slide - One ladder for the telescope

Balance Beam - One direction only

Balls

1. Used only in the open field or on the blacktop, not around the equipment

Blacktop

1. No running between cars
2. No picking up, or throwing of sticks, stones or snow

No pushing or running on the playground or blacktop

Single File Lines

Promotion/Retention

The promotion and retention of a student in any grade level should be in the best interest of the student. Academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional/social criteria, must also be considered on an individual basis. Retention shall only occur if it presents the possibility of allowing the student to function successfully at grade level in these areas and it is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Radios/Tape/CD Players

Neither radios nor tape/CD players are to be brought to school by the students.

Recess

After lunch, all children are taken outside for recess on days when the temperature is twenty degrees or higher. These recess periods are kept to a minimum (usually 5-10 minutes). Please dress your child accordingly. Students returning from an illness will be allowed to stay in for the first day back with a note from their parents. More than one day will require a physician's authorization.

Registration of New Students

In compliance with the Missing Children's Act (Substitute Senate Bill 321, Section 3313.672), it is REQUIRED that "a pupil at the time of his initial entry of a public...school shall present to the person in charge of the admission, a copy of the original certificate of his birth and other school records that have been maintained on him by his previous school." If the pupil or parent does not comply with this requirement, the school principal or chief administrative officer of the school MUST NOTIFY THE LAW ENFORCEMENT AGENCY having jurisdiction in that area, informing that agency that the child could possibly be a missing child as defined in the legislation.

Respect for Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. Damage in a malicious or careless nature will be considered a very serious matter and is considered an

offense for suspension, depending upon the situation. Also, the damage must be repaid by the student. Students may be denied bus riding privileges for violations of the School Bus Rules.

School Bus Regulations

- A. Students are assigned to a certain bus based on their home address.
- B. They may not ride another bus from their school or from other schools.
- C. Students are to be picked up at regular stops. The bus drivers will advise students of these stops.
- D. Students are to get off the bus only at their school in the a.m. and at their regular stop in the p.m.
- E. Individuals not assigned as bus students are not permitted on buses.
- F. Exceptions to above regulations (A-E) for any extended period of time (two or more days) must be approved through the Administration Office. Written requests are required and arrangements for a temporary bus change will be made and the driver of the required bus will be advised.
- G. If there is an emergency situation, parents must have their request approved in advance by calling 988-4406.
- H. Students are to be waiting for their bus. A bus should not wait for students.

School Bus Rules

- 1. Remain seated and keep aisles clear.
- 2. Bus driver may assign seats
- 3. Keep head and hands inside bus.
- 4. Noise on the bus should be kept to a minimum. No screaming, shouting or yelling.
- 5. Be courteous - no profanity.
- 6. Observe classroom conduct.
- 7. Violence is prohibited.
- 8. Do not damage bus or equipment.
- 9. Do not eat or drink on the bus; keep the bus clean.
- 10. Use of tobacco is prohibited.
- 11. You may only ride your assigned bus, and get on and off at the assigned stop.
- 12. For your own safety, cooperate with the driver.

School Communications

The NEWSNOTE is sent home bimonthly. It includes announcements and information about the various happenings at Harris School.

School Responsibility of Students

Various safety procedures such as training in the use of equipment, explanation of school rules, student sign-out procedures, safety inspections, etc. all occur to safeguard the well-being of your child during school hours.

After dismissal, students are to leave directly, not playing on playground equipment or the playground until they have arrived home and received permission from their parent or guardian to return. The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk.

The school is not responsible for students walking to and from school, unless they are on school property.

School Responsibility of Student Property

Students are given a supply list to begin each school year. Desks are assigned where students may keep their belongings. Only those items requested by the school and those items needed for the well-being of the student such as boots, etc. are to be at school. Toys, “walkmans”, trading cards, or other valuables that are not directly related to the educational process are not to be brought to school. The school will not be responsible for any such items. Trading or selling personal items on school property is forbidden. Violation of this rule may result in confiscation of such items.

Sign-out Procedures

In the event a student must leave the building for a doctor or dentist appointment during the school day, we ask that a written note be given to the teacher at the beginning of the day. If the student is to be out at the beginning of the school day, please bring the note to school the day before. The note should include:

1. Date to be excused
2. Reason for being excused
3. Time to be excused
4. Parent’s signature

The person arriving to transport the student is required to sign the sign out book in the school office. In this way the school has an official record of the student’s departure and with whom the student has left. Upon returning to school the student should check in the office and receive an admit slip to class. If a student becomes ill in school the person transporting the student home must sign the “sign-out book” in the office before the student is released.

Telephone Use

The office phones are for business use only and are to be used by students only after receiving permission from a staff member. **Phone calls will not be made for forgotten lunches or homework.**

Textbooks

Textbooks are loaned to students for use during the school year. Students are responsible for these books and if lost or damaged will be charged the replacement cost of the book.

Tornado Drills

Tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given everyone obeys promptly and moves to the prescribed areas, as posted in each individual classroom. Students are not permitted to talk during a tornado drill and are to remain in their designated area until the signal is given to return to classes.

Visiting Instead of Going Home After School

Should your child wish to visit a friend’s home after school, a note from BOTH FAMILIES (stating that permission has been given is required). Bus transportation is not available for transporting children who wish to visit friends.

Visitors

Visitors must report directly to the Principal's office in compliance with the State of Ohio Revised Code. It is best that persons wishing to visit the school call for an appointment. The following are procedures to arrange a classroom visit:

1. A written request for visitation should be submitted to the principal (see attached form). Contact will be made with the teacher(s) involved and a time confirmed or arranged. The principal will then contact the parent to finalize the visitation date and time.
2. On the day of visitation, the principal will serve as the host. After meeting with the visitor for a brief time to either provide information or to answer the visitor's questions, the principal will direct the visitor to classroom. (If the principal cannot serve as host for some unforeseen reason, a teacher will fulfill this role).
3. Whenever possible, the host should return to the classroom where the visitor is to make certain the educational process is not being disrupted and move the visitor to the next location if necessary.
4. The host should conduct a brief exit interview upon completion of the visit.

Student requests to bring visitors to school will be denied.

Important considerations when visiting:

1. Confidentiality - Note taking, or taping of any kind is not permitted.
2. Notice of visit - We prefer one week's notice of a visit.
3. Disruption of the Educational Process - Please refrain from discussion with a teacher or students - Arrangements may be made to confer at a time when students are not present. Treats or other items are not to be given to students.
4. On the day of the visit report to the office - The principal or another school representative will be available to meet with you and be your host during the visit. Please return to the office when the visit is completed.
5. Number of visits- One visit per grading period will be permitted for each classroom.

Only school sponsored visitations are permitted.

Withdrawals and Transfers

A parent of a student withdrawing or transferring must accompany the student to the school to obtain the proper forms from the main office. All books must be returned and desks must be emptied. All fines and bills must be paid before credits are transferred to another school or future transcripts issued.

ATTENDANCE

Regular attendance is necessary for success in school as well as required by law. Students may not be absent eighteen days (18) in a school year, exclusive of doctor certified illness, suspension, approved school activity, certified court appearance, recognized religious observance, and death in immediate family, in order to receive a passing grade for a course during that nine week grading period.

Students who have been absent from a class more than eighteen days (18) during a school year, exclusive of doctor certified illness, suspension, approved school activity, certified court

appearance, recognized religious observance, college visits approved in advance by Associate Principal, and death in immediate family, may be retained in the current grade level.

The parent/student may petition the Principal for relief within five (5) days of receiving notification that the student is no longer eligible to advance grade levels because of violation of the 18 day rule. A doctor certified illness will reduce the total number of absences for those absences.

Doctor Certified Illness

The Principal shall grant a student a "doctor certified illness" when the student provides a document (**within two weeks from date of absence**) from a doctor indicating the medical reason for the absence.

Excused Absence

The Principal shall grant a student an "excused absence" when the reason for the absence is consistent with Ohio School Law. The student is entitled to make up any tests and assignments missed.

In the State of Ohio six reasons for a student absence are recognized under school law. They are:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious holiday
6. To assist parents in emergency work

If your child is absent you must:

- A. **Call the office (984-2496)** to report your absence between the hours of **8:30** and **9:00** a.m.
- B. Students whose parents do not contact the school concerning their child's absence will be contacted by the school. If the parent does not contact the school or the school is unable to contact the parent the student will be listed as "unexcused" for that day.
- C. Certified Admit Slips are to be picked up at the attendance office before entering the classroom.

Suspension and Unexcused Absence

Students who are absent due to suspension or are absent unexcused will be permitted to make up missed tests and assignments only under the following conditions.

- A. The student is solely responsible for making arrangements with the teacher regarding the missed assignments and tests no later than the day back from a suspension or unexcused absence.
- B. The number of days given the student for make up work will be left to the discretion of the teacher making the assignment.
- C. The student must make arrangements and complete all missed assignments according to the conditions stated above. **Failure to do so will result in the student receiving a zero grade** for any assignments, tests or quizzes that were missed during the time of suspension or unexcused absence.
- D. After the **first** out of school suspension the student will not be allowed to make up assignments and/or tests. The parent may appeal this decision to the Principal within five days after notice of the **second** out of school suspension. Petitions requesting relief of the no make up policy due to mitigating circumstances should be forwarded to the Principal.

Unexcused Absence

The Principal shall classify an absence as "unexcused" if it cannot qualify as "excused" even though the student is absent with parental consent. Excessive "unexcused absence" may result in the student receiving detentions, suspension or a court referral.

If a student is absent from school for any reason not listed in this section or fails to comply with the necessary procedure, the absence is unexcused.

Tardiness

Each student arriving at school after 9:00 a.m. must report to the office with a note and sign in. Legitimate excuses for tardiness are rare, but to be excused the student must present a note on the day the tardiness occurs. Situations such as alarm clock problems, oversleeping and missing the bus are unexcused. Excessive tardiness due to illness will require a medical excuse.

Tardiness Policy:

1. After 3rd tardy, parent will be contacted
2. 4th tardy - loss of recess
3. 5th tardy - Loss of two recesses
4. 5th tardy - Continued loss of recess, after school detention or possible suspension

Truancy

The Principal shall classify an absence as "truancy" if the student is absent without justifiable reason or without parental consent. A student who is truant will receive a zero for specific tests and assignments missed.

DISCIPLINE

Discipline Philosophy

The staff creates an accepting and supportive environment through the practice of beliefs that prove self-discipline is the key to good discipline. Respect and caring towards each other and towards students is believed important and modeled. Our discipline plan is based on the belief that no student has the right to interfere with the right of others to learn or the right of the teacher to teach. While we promote quiet and obedience to authority, it is also our belief that learning activities be so absorbing that order and discipline result naturally.

We further believe self-discipline is fostered by giving students opportunities to practice responsibility in school and classroom activities and by giving students choices to make about their behavior and by recognizing students who demonstrate appropriate behavior. Our classroom guidance lessons are planned around good decision making and responsibility which are reinforced by teachers in daily activities.

Each classroom has a discipline plan which clearly identifies behavior expectations, rewards and consequences. Students have the responsibility to make choices about their behavior. Appropriate choices are rewarded, inappropriate choices have consequences which are appropriate for the particular misbehavior.

PUPIL CODE OF CONDUCT

The following code sets forth rules prohibiting certain types of student conduct either:

- A. On the school grounds during, before or after school.
- B. On the school grounds at any other time when the school is being used by a group.

C. Off the school grounds while on a school bus, or at a school activity, function or event.

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

SUSPENSION OFFENSES

* 1. Disruption of school	1-10 days
2. Smoking	1-10 days
* 3a. Possession, use, transmittal, or being under the influence of alcohol, a controlled substance, or drug narcotic, including but not limited to marijuana.	10 days
3b. Possession, use, transmittal, making or selling of a counterfeit controlled substance	10 days
3c. Possession, use, transmittal, making or selling of drug paraphernalia	10 days
* 4. Possession, use or threatened use of firearms, explosives, fireworks days or other dangerous weapons or items which may cause bodily injury.	5-10
* 5. Verbal assault, battery, fighting, harassment days	1-10
* 6. Theft of private or school property days	1-10
* 7. Vandalism of private or school property days	1-10
8. Insubordination/Disrespect days	1-10
* 9. Excessive truancy and tardiness days	1-10
10. Failure to serve detentions days	1-10
11. Any other actions detrimental to the educational system on or off school grounds	1-10 days
* 12. Violation of local, state or federal statutes on school property or school activities day	1-10 involving
13. Dishonesty days	1-10
14. Sexual Harassment	1-10 days
15. Gangs	1-10 days

* Any student behavior found to be in violation of local, state or federal statutes, while on school property, will result in the student being referred to the proper civil authorities. Students suspended for drugs or alcohol will be encouraged to seek outside counseling.

DEFINITION OF SUSPENSION OFFENSES

Disruption of School

1. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, false alarms or any other conduct, shall intentionally cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.
2. The following acts are prohibited
 - a. Occupying any school building, school grounds or part thereof, with intent to deprive others or interfere with its use;
 - b. Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others or interfere with lawful access to or from or use of the building or corridor or rooms;
 - c. Setting fire to or damaging any school building or property;
 - d. Preventing or attempting to prevent the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school premises;
 - e. Preventing or attempting to prevent students from attending a class or school activity;
 - f. Except under the direct instruction of the Principal, blocking or attempting to block normal pedestrian or vehicular traffic;
 - g. Continuously and intentionally creating noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class or study hall;
 - h. Taking another student's property through coercion or threat of bodily harm.
 - i. Selling of any substance or materials on school grounds without permission is strictly prohibited.
 - j. Pagers, cellular phones, and related equipment are prohibited on school grounds. Students in possession of such items may be subject to disciplinary action. Such items will be confiscated from students and parents will be notified to pick them up at school. Students are not to operate radios, tape players (Walkman), CD players or other electronic devices during the school day. Violations of this policy will result in the confiscation of such items. Second violations may result in disciplinary action and parent conferences.
Students should limit items brought to school to those items necessary for school activities. **THE SCHOOL IS NOT RESPONSIBLE FOR UNNECESSARY ITEMS BROUGHT TO SCHOOL WHICH ARE LOST OR STOLEN.**

Tobacco

The smoking or possession of any tobacco product is not permitted at any time. This rule pertains to all extra-curricular activities both on school property and away from school.

Smoking is defined as the carrying of a tobacco product on the student's person, holding a tobacco product, whether lit or not, or having held one and tossed it aside.

Students are not to have matches or lighters in their possession in school. This includes on their person, in their desks, book bags and purses.

Alcohol and/or Drugs

The possession, use, transmittal, or being under the influence of alcohol or a controlled substance, drug, narcotic, including but not limited to marijuana, by students on school property, school buses, or at any extra-curricular activity is prohibited. The misuse of inhalants is not permitted.

Possession, Use, Transmittal, Making, Selling of a Counterfeit Controlled Substance

"Counterfeit Controlled Substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance; and
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
5. A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

Firearms, Explosives, Fireworks or Dangerous Weapons

The possession, use or threatened use of firearms, explosives, fireworks, or other dangerous weapons or items which may cause bodily injury by students on school property or school buses is prohibited.

Non-Physical Assault, Battery, Fighting

Non-Physical Assault (disrespect to teacher) -

No student shall curse, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

Battery -

No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

Fighting -

No student shall engage in fighting on school property, school buses, or at any extracurricular activity.

Harassment -

No student will be involved in physical or verbal harassment involving any school employee or other student.

Malicious Harassment -

A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, age, national origin, sex, or disability.

Theft

No student shall take or attempt to take the private property of students or staff members or any property owned by the Amherst Board of Education. Restitution will be required.

Vandalism

No student shall deface, damage, destroy, or attempt to deface, damage or destroy the private property of students or staff members, or any property owned by the Amherst Board of Education. Restitution will be required.

Insubordination/Disrespect

Insubordination is defined as disobedience or not submitting to authority while in school, on school transportation or on school grounds. A student shall not be disrespectful to any school employee.

Excessive Truancy and Tardiness

Refer to the Attendance Section of the student folder.

Any Other Detrimental Action

1. Any action which is contrary to acceptable behavior and affects the educational system in the opinion of the administrator (on or off school grounds).
2. Violation of local, state or federal statutes on school property or involving school activities.
3. The misuse of inhalants is not permitted.
4. No electronic signaling devices are permitted.

Dishonesty

Failing to be truthful to any school official. Violation of this offense may include either verbal or written misrepresentation of the truth.

Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature.

Gangs

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities, will not be tolerated.

1. A student shall not participate in gang-related activities.
2. A student shall not appear with, or wear, gang identifications such as attire, colors, clothing, or graffiti.
3. A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. A student shall not participate in hazing, initiation, or recruiting activities.
5. A student shall not deface property with gang graffiti.

It should be noted that the Amherst Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his/her parents/guardian by school authorities, but also, when deemed appropriate, the student's prohibited gang activity will be reported to the local police department.

SUSPENSION AND EXPULSION PROCEDURES

Suspension

Suspension means out of school suspension. A suspended student may not come to school or attend classes or extracurricular activities. In the event school is canceled for one or more of these days, the suspension will be served when school is back in session.

- A. No student may be suspended unless the Principal gives prior written notice to the pupil of the intention to suspend him, setting out the reasons for such proposed suspension

unless it is an emergency removal for the protection of the student, other students or staff members.

- B. The written notice shall also set a time and place at which the pupil may appear at an informal hearing before the Principal and be given an opportunity to challenge the reasons for the proposed suspension or otherwise explain his actions.
- C. If suspension occurs, after such hearing, within 24 hours thereafter the Principal must give notice in writing to the pupil's parent, guardian or custodian, the Superintendent, and to the Treasurer of the Board of Education which notice shall include
 - 1. Reason(s) for the suspension.
 - 2. A statement as to the right of the pupil, parent, guardian, or custodian to appeal the suspension to the Board of Education's designee.
 - 3. A statement of the pupil's right to be represented at the appeal hearing and to have the appeal hearing.
- D. No suspension may be for longer than 10 school days.
- E. Emergency Removal - is permitted as per state statutes.

Appeal of Suspension

- A. A pupil or his parent, guardian, or custodian may appeal any suspension to the Board of Education's designee, who is the Superintendent. The Superintendent shall schedule an appeals hearing within 48 hours after the request for same.
- B. The pupil may be represented by counsel at such appeal.
- C. The Board's designee may affirm the order of suspension or may reinstate the pupil, or may otherwise reverse, vacate, or modify the order of suspension or expulsion.
- D. The Board's designee must make a verbatim record of the appeal hearing. The decision of the Board's designee may be appealed to the County Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

Expulsion Procedure

- A. No student may be expelled unless the Superintendent gives prior written notice to the pupil and his parent, guardian, or custodian of the intention to expel him, setting out the reason(s) for such proposed expulsion. The pupil and/or parents may be represented by counsel at such hearing if so desired.
- B. The written notice shall also set a time and place at which the pupil and his parent, guardian, custodian, or representative may appear before the Superintendent or his designee to challenge the reasons for the proposed expulsion or otherwise to challenge the reasons for expulsion.
- C. The hearing shall be held not earlier than three days or later than five days after the notice is given unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If the time is thus extended the Superintendent must notify the pupil and his parent, guardian, or representative of the new time and place to appear.

Appeal of Expulsion

- A. After the expulsion has been made by the Superintendent, the parents, guardian, custodian, or the student, if 18 or over, may appeal the Superintendent's decision to a hearing officer designated by the Board of Education.
- B. At the request of the pupil (if 18 years of age or over) or his parent, guardian or custodian, a hearing will be held with the hearing officer. The hearing officer will then recommend to the Board of Education to uphold, revoke or modify the expulsion.

- C. The Board of Education will then render its decision at their next regular meeting, in public session.
- D. The pupil and/or parents may be represented by counsel at such hearing if so desired.
- E. The hearing officer will make a verbatim record (by tape recorder) of the hearing and the Board's decision will be noted in the minutes of their next meeting as official notice to the parents, guardian, or custodian of their decision.
- F. The decision of the Board of Education may be appealed to the County Court of Common Pleas as per chapter 2506 of the Ohio Revised Code.

ACADEMIC AND EXTRACURRICULAR REMOVAL PROCEDURES

Certain cases of pupil misconduct, although not requiring suspensions or expulsion from school, may result in the removal of a pupil from a specific class or an extra-curricular activity for a period of time up to and including the remainder of a session or school year. Such removal from a class shall be effected only by the Superintendent or building Principal. Such removal from an extra-curricular activity shall be effected by the Superintendent, building Principal, the teacher responsible for the activity, or by such teacher's immediate supervisor.

A class is considered to be a curricular course of study prescribed pursuant to ORC 3313.60 and State Minimum Standards.

Appropriate due process, notification, and appeal procedures shall be provided.

Prior Notice

Except for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience, the students will not be removed from a class or extra-curricular activity (other than emergency removal) unless the student is informed beforehand of specific behavior that will result in removal. This prior information is to be contained in the school system Code of Pupil Conduct, the published rules and regulation, and/or other written rules and regulations approved by the Principal and a specific class or extracurricular activity.

In response to misbehavior not covered in a set of written rules and regulations, a verbal warning may be given by the staff member authorized to effect removal, and removal may then be effected if such misbehavior occurs again. Such verbal notice shall be also made known to the parents/guardians who shall be given the opportunity to meet with the Principal and other staff members to discuss the matter.

The following regulations are applicable to the removal of students from a class or extra-curricular activity.

Removal Procedures

A. Removal from class.

Prior to any removal from class, the following procedure must be followed, except for emergency removal as provided in this policy manual.

1. The student must be advised of his/her possible removal and the reasons why.
2. The student must have an opportunity for an informal hearing with the Principal/Superintendent who intends to effect the removal so that the student is provided an opportunity to explain his/her actions.
3. If the student is removed for a period of ten days or less, the Principal/Superintendent effecting such removal will give to the parents/guardian a written notice of the action taken.

The parents/guardian will be given an opportunity to come in for a conference regarding the matter if such a conference is requested by them.

Prior to action to remove a pupil for a period longer than ten school days, the Principal/Superintendent will arrange a time for the pupil and his/her parents/guardian to meet with the Principal to discuss the reasons for the intended removal.

B. Removal From Extra-curricular Activities

Prior to any removal from an extra-curricular activity, the following procedure must be followed, except for emergency removal as provided in this policy.

1. The student must be advised of his/her possible removal and the reasons why.
2. The student must have an opportunity for an informal hearing with the staff member who intends to effect the removal so that the student is provided an opportunity to explain his/her actions.
3. If a student is removed for a period of ten days or less, the staff member effecting the removal will give to the parents/guardian a written notice of the action and a copy of such notice together with a written summary of the incident, will be given to the building Principal. After receiving the notice of removal, the staff member will provide an opportunity if the parents/guardian so request.
4. If a student is removed for a period longer than ten days the procedures and appeal process used will be the same as those followed for an out of school suspension.

OTHER DISCIPLINARY ACTION

Teacher

1. Classroom teachers will establish their own system of handling disciplinary problems which do not fall under those considered to be suspendible offenses as defined in this code conduct.
2. Progressive discipline will be used to govern student behavior in the general school setting. In most instances, a warning is all that is needed to solve a certain situation. However, the principal's judgment will be used to determine consequences which fall on a continuum of severity and include, but not limited to, such actions as loss of 1, 3, 5, or 10 recess, thoughtful writing assignments, emergency removal, calling of parents, suspension, expulsion or a combination of appropriate measures.

Severe Behavior Clause

The teacher has the right to send a student to the office for any behavior problem deemed severe. The principal may then use his judgment to discipline appropriately after affording the student(s) due process.

STUDENT CODE – MISCELLANEOUS

Trespassing and Loitering

Unauthorized students shall not trespass or loiter in school buildings or on property owned by the Board of Education. Examples of such offenses include unauthorized visitations to other school buildings, loitering around a building other than the one in which the student is enrolled, loitering in or around a building while it is in session, or loitering around the building or school property after school is dismissed.

Student Dress Code

The staff of Harris Elementary School is vitally concerned with the task of education and cannot be unduly involved in disputes with students regarding dress. Parents have the major responsibility for their children's proper dress and school behavior.

However, the school does have the right to correct any form of dress that is so extreme as to cause undue attention, distraction, or is a health/safety hazard.

It is understood that in some classroom environments school personnel may impose further grooming and clothing requirements which may be needed for health and safety reasons. Directors of any extracurricular activity may impose additional grooming and clothing requirements if they deem it necessary.

Any student departing from acceptable standards of dress will not be permitted to attend classes and to make up work missed while absent from class. Students who persist in violating the dress code will be subject to disciplinary action as provided in the Student Code of Conduct.

Specific Guidelines

1. Feet must be covered by some type of shoe or sandal.
2. Bare midriffs, see-through and/or revealing clothing are not permitted.
3. Unclean/disheveled clothing is not permitted. All clothing must be without holes and tears. Pants must be cinched at the waist - NO sagging.
4. No outdoor jacket is to be worn during the school day. Sweatshirts and sweaters are permitted, not jackets, coats, etc. that are meant to be worn outside.
5. Shorts may be worn to school provided they are hemmed. Extremely short shorts, skirts or dresses less than mid-thigh are not permitted at any time. (No spandex)
6. Bandannas, hats, caps or headbands are not to be worn in school.
7. Students are prohibited from wearing articles of clothing, jewelry or carrying articles which promote drugs, tobacco, alcohol, glorify death and mutilation, contain profanity, or state or suggest sexual activity.
8. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a group or gang is prohibited.
9. Mirrored glasses or sunglasses, including prescription sunglasses may not be worn in school.
10. Chains and spiked collars or wristbands are prohibited.

It will be the responsibility of an administrator to rule on which apparel is disruptive to the conduct of education or affects the health or safety of the student or others.

NOTE: Radios, pagers, tape players, head sets, and portable phones etc. are not permitted in school. If they are brought to school, such items will be placed in the Principal's office.