

Welcome to the 2018-2019 School Year!

Dear Parents and Students,

Welcome to the start of another great year at Paulding Elementary School! Our staff members are looking forward to a wonderful school year filled with many learning opportunities. We are working hard to create a warm and welcoming environment where all student can learn. Our staff members are dedicated to making this a rewarding year for every student.

This handbook is an opportunity to communicate with our students and parents. The information is to help provide a safe and productive learning environment for students. This booklet contains general information about the everyday school procedures, as well as information we are required by law to give you. The information in this handbook has been approved by the PEVS Board of Education and replaces all prior handbooks.

Parents please read through this booklet and discuss its contents with your child(ren). Teachers will also review this handbook with students at the beginning of the school year. When parents, students, community members, and educators work together, our children will receive the maximum benefits of our educational system. By working together, we will empower our students to make good choices, learn new skills, develop positive relationships, and grow into successful individuals!

There are many facets of a school that are not explained in this handbook. Please contact me if you have any questions.

With Panther Pride,

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Paulding Elementary
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PEVS Mission Statement

PEVS will be an interactive learning community enhanced through technology and curriculum that emphasizes academic excellence, community service, and interpersonal skills.

The school, community, and families will be partners to promote a safe and accepting environment, encouraging mutual respect, open communications, and a sense of belonging, thereby enabling teaching and learning to flourish.

Paulding Exempted Village Schools recognize that each student is a unique individual. We believe that it is our mission to provide students with opportunities and encouragement that permit students to develop their full potential as citizens of tomorrow. The interaction within a school system should provide students with concepts of respect, responsibility, courtesy, and individuality. The interaction within the school community should provide students with acceptance of other's ideas, beliefs, and opinions. As our students leave and enter society, they will have the skills to become an integral part of the global community.

TABLE OF CONTENTS

Attendance Policy	1
Notes on Attendance	1
Family Vacation Policy	1
Homework for Ill Students	1
Make-up of Class Work	1
Bus Transportation	1
Care of School Property	2
Change of Address or Phone	3
Changing a Child's Daily Routine	3
Daily Time Schedule	3
Two-Hour Delay Schedule	3
Three-Hour Delay Schedule	3
Discipline	3
Rights and Responsibilities	3
Code of Conduct	3
Zero Tolerance	4
Involvement and Support of Parents	5
Classroom Discipline	6
Dress Code	6
Entrance and Dismissal	6
Fees	6
Field Trips	7
Grade Card/Progress Reports	7
Grading Scale	7
Retention Policy	7
Gum	7
Lockers	8
Lost and Found	8
Lunch	8
Lunch Guests	8
Administering Medications	8
Non-Prescription Medications	9
Prescription Medications	9
Bee Stings and Other Allergies	9
Contagious Diseases	9
Illness at School	9
Pick-up Students During School Hours	10
Parent-Teacher Conferences/Newsletter	10
Parent-Teacher Organization (PTO)	10
Physical Education	10
Recess	10
Outside Rules	10
Inside Rules	11
Recess Supervision	11
Records	11
Privacy Act	11
Parent Access to Records	11
Child Custody	11
Religious Issues	12
Safety	12

Automobile Pick-up12

School Closings and Delays12

School Supply List12

Special Services13

 Intervention Assistance Team13

 Psychological Services13

 Speech Language Pathologist13

 School Nurse13

Band13

Media Center13

Student's Personal Property14

Building Safety Procedures14

 Emergency Weather14

 Emergency Evacuation/Fire.....14

 Protective Environment14

 Stay Put14

 Lock Down15

 A.L.I.C.E.15

ATTENDANCE POLICY

The Child Find Law requires that parents notify the school office on the day their child is absent. Please call the office (419-399-4656, ext. 1311) between 7:30 and 9:00 a.m. A note may be sent with a brother or sister in place of the telephone call.

Students are expected to attend school regularly and to be on time. Students who have good attendance generally achieve higher grades and enjoy school more.

It is the position of the Paulding Exempted Village Board of Education and Staff that attendance is vital to the educational performance and success of each student.

THE PEVS ATTENDANCE POLICY IS AVAILABLE ON OUR SCHOOL WEBSITE AND FINAL FORMS WEBSITE.

NOTES ON ATTENDANCE

- a. **Tardy** - Students arriving between 8:01 and 8:45 will be considered tardy
- b. **Early Dismissal** - Students leaving between 2:15 -3:00 will be considered early dismissal.
- c. **One-Half Day Absent** - Students arriving after 8:45 or leaving before 2:15pm.
- d. A student must be in attendance ½ day in order to participate in or attend an extracurricular activity that day, unless prior arrangements have been made with the school principal. This includes music concerts and drama productions.
- d. Perfect attendance is defined as having NO tardies, absences, or early dismissals for any reason.

FAMILY VACATION POLICY

Parents who are taking their child out of school for vacation should complete a request for Planned Absence. Planned absences (usually vacations) count toward the 10-day maximum for excused absences. Principals have the right to determine whether such absences are excused or unexcused.

Teachers are not required to prepare assignments for planned vacations. Student work may be completed upon his/her return to school. Students will have one day for each day absent to complete their assignments.

HOMEWORK FOR ILL STUDENTS

Homework for students who have been absent can be obtained by either sending a note to the child's homeroom teacher or by calling the school office, 419-399-4656, ext. 1312. The homework should be picked up in the school office at a mutually convenient time (usually the end of the day).

MAKE-UP OF CLASS WORK/HOMEWORK

The time limit for make-up work shall be one day for each day absent, but shall not exceed two weeks after re-entry to school unless an extension is granted in writing by the building principal. It is understood if homework has been sent home prior to a planned absence or has been picked up/sent home during an unplanned absence, every effort will be made by the child to have the work completed upon return to school.

BUS TRANSPORTATION

With nearly 1,100 students riding in over 20 buses daily, it is important that a common set of rules for safety be maintained. The safety of your child under the various weather and traffic conditions in which our buses must travel is a big responsibility. Our safety record is an enviable one and we hope that you will join us in keeping it that way.

Parents of students who ride a school bus are asked to review the following safety regulations with their children. These regulations have been established by the Paulding Exempted Board of Education for your child's safety and they will be enforced:

- a. Parents are responsible for the safety of pupils while going to and from pick-up and for meeting the bus on schedule.

- b. School employees will not enter disputes involving parents and students prior to pick-up or after return from pick-up points.
- c. Buses operate on a time schedule as outlined by the Transportation Supervisor. The schedules do not allow enough time to wait for tardy students. Students must be at the bus stop before the bus arrives.
- d. Students must cross all roadways at least 10 feet in front of the bus and wait for the hand signal to do so.
- e. Absolute quiet must be maintained by students at all railroad crossings.
- f. All students may have one a.m. pick up point and one p.m. drop off point. The two stops may be at different places, but the stops must remain the same every day. If long-term transportation changes need to be made, new transportation paperwork must be submitted to the Transportation Supervisor.
- g. No student will be allowed to ride a different bus to or from school.
- h. Drivers will not allow a preschool or kindergarten student off the bus until a supervising adult is visible or they are accompanied by an older sibling. The child will be transported back to school at the end of the route.
- i. If you choose to pick up your child at school on any given day, you will need to send a note with your child or call the school office by **2:30** so the child's teacher can be notified.
- j. Discipline procedures that go beyond the bus driver will be handled according to the policy of the building principal.

In addition to these safety rules, a set of 12 Rules of Conduct has been established for students while on the bus. These rules, which are posted on the bus, are to insure that courtesy and order are maintained:

1. Behave as you are expected to behave in the classroom.
2. Be courteous; use no profane or obscene language or gestures. **NO BAD WORDS or GESTURES!**
3. Do not eat or drink on the bus.
4. Respect the bus driver. Listen to and cooperate with the regular driver, as well as any substitute driver.
5. Do not smoke or use tobacco products.
6. Do not be destructive to the bus.
7. Keep the bus clean!
8. Sit in your seat and face the front.
9. Keep your head, hands, and feet out of the aisle and inside the bus.
10. Do not leave your seat for any reason while the bus is moving.
11. You are required to sit in your assigned seat. **Sit where you are told without arguing.**
12. Students must be at their bus stops prior to the bus arriving on pickups and return to their bus stop on their drop offs to wait for their driver to release them.

These safety regulations and rules of conduct are established for the safety of our students. Please help us by discussing these guidelines with your child(ren) so they understand what is expected of them.

CARE OF SCHOOL PROPERTY

We would like to stress that students are expected to properly care for school property. Both parents and school personnel want the students to have materials and equipment in good condition and want to keep operating expenses as low as possible. Parents will be billed and expected to pay for damages their children do.

CHANGE OF ADDRESS OR PHONE

We must know how to reach you in case of emergency. If you move, or your work, cell or home phone number changes, or you change sitters, or that person's telephone number changes, **PLEASE** update using Final Forms and notify the school office. Sick children do not remember phone numbers! ☹

CHANGING A CHILD'S DAILY ROUTINE

Parents are required to provide written notice if their child will not be following the regular school schedule (late arrival, transportation changes, injury or illness notification, early dismissals, or any other adjustment). This makes it possible for the school to know that the changes have been approved by the parents. **Phone calls made by parents to change a child's dismissal routine should be made by 2:30 p.m.** This will help reduce confusion at the end of the day.

DAILY TIME SCHEDULE

8:00 a.m. - School begins A.M. Preschool and Kindergarten thru 5th grade
11:10 a.m. - A.M. Preschool dismissal
11:50 p.m. - P.M. Preschool begins
3:00 p.m. - Dismissal P.M. Preschool and Kindergarten thru 5th grade

TWO-HOUR DELAY SCHEDULE

10:00 a.m. – School begins – A.M. Preschool and Kindergarten thru 5th grade.
12:00 p.m. – A.M. Preschool dismissal
1:00 p.m. – P.M. Preschool begins
3:00 p.m. – Dismissal – P.M. Preschool and Kindergarten thru 5th grade

THREE-HOUR DELAY SCHEDULE – Preschool Cancelled

11:00 a.m. – School begins – Kindergarten thru 5th grade.
3:00 p.m. – Dismissal – Kindergarten thru 5th grade

DISCIPLINE

RIGHTS AND RESPONSIBILITIES

Students attend the Paulding Exempted Village Schools under the direction of State law and with full benefits of constitutional protection of their rights as citizens. They therefore can act, speak or behave as young citizens within a larger scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the schools' expectations. Students have a right to reasonable treatment from the school and its employees. The school in return has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

CODE OF CONDUCT – Paulding Elementary

The staff of Paulding Elementary believes that proper conduct in the school setting provides each student with the most favorable atmosphere for learning. The purposes of the Code of Conduct for Paulding Elementary are to assist in the development of each child. Responsibility, cooperation, maturity and self-control are values essential to the growth of the student. Equal educational opportunities will be given all students without regard to race, sex or handicap.

A general standard of conduct can be provided in four major categories to be used as a guide by all students. The following is a listing of the major areas of conduct which will lead to corrective action:

Safety: Actions that can cause injury to oneself or to others will not be permitted.

Preservation of Property: Actions that can cause damage to the school's or an individual's personal property will not be permitted.

Avoidance of Disruption: Actions that interfere with the learning activities of oneself or others will not be permitted.

Respect of Authority: Actions that fail to follow the directions of the school staff will not be permitted.

The minimum corrective action in any conduct situation is a conference with the student. The maximum corrective action is expulsion from school.

The corrective action taken will be contingent upon such factors as the age and maturity of the student involved, the seriousness of the offense, the factors precipitating the offense and the student's past record of conduct. Where applicable, the due process rights of students will be provided for in corrective action situations.

It is a fundamental requirement of a school that student respect for the school staff will be accompanied by an equal respect for the students on the part of the school staff. The greater the mutual respect we have for one another, the less the need for rules and conduct procedures.

STUDENT CONDUCT –ZERO TOLERANCE

Students attend the public school under the direction of State law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees; however, the school and its employees, in turn, have a right to expect reasonable behavior from students.

The Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy and it authorizes and directs the Superintendent to develop strategies to address such behavior, such strategies to range from prevention to intervention.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including:

In-school suspension, detention, suspension, emergency removal from class, school or school activities, expulsion, permanent exclusion, and /or removal from participation in extracurricular activities. Students may also be disciplined for misconduct in violation of board policy or school rules when such misconduct occurs off school property but is connected to activities or incidents that have occurred on school property, or actions, regardless of where they occur, that are directed at a Paulding school official or employee, or the property of such official or employee. These rules are not meant to be all inclusive; a building administrator may use other options if they are deemed more appropriate to the infraction of the rules.

1. A student shall not by the use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. A student shall not cause or attempt damage to school property or use the building or property without proper authorization or be in an unauthorized area during the school day, or after school hours.
3. A student shall not cause or attempt damage to private property on school premises during a school activity or event off school grounds while under the jurisdiction of school personnel.
4. A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any student, member of the professional or classified staff of the school system or other person.
5. A student shall not possess, handle, transmit or conceal any object that could cause injury or fear of injury.
6. A student shall not use, have in possession, sell, or exchange or be under the influence of any illegal or illegally used chemical drugs, including steroids, or counterfeit controlled

substance, either prescribed or patented, or any alcoholic beverages, drug paraphernalia, and or unauthorized nonprescription drugs.

7. A student shall not fail to comply with directions of teachers, teacher aides, assistant principal, principal or other authorized school personnel during any period of time when student is properly under the authority of school personnel.
8. A student shall not fail to comply with the attendance rules as established by the State of Ohio and the Paulding Exempted Village Board of Education.
9. A student shall not steal, cause to be stolen, or possess property that has been stolen which belongs to the school or to any individual within the school.
10. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon, including, but not limited to a firearm, knife, explosive or dangerous instrument. Students may not possess a "look-alike" weapon, which is any object a reasonable person might consider under the circumstances to be a weapon.
11. A student shall not possess, use or transmit cigarettes, cigars or tobacco of any kind or paraphernalia associated with tobacco (including lighters or empty pipes), while on school property.
12. A student shall not be permitted in school facilities or on school property after school hours if such student is not under direct supervision of authorized school personnel.
13. A student shall not violate any law or ordinance while under school authority.
14. A student shall not abuse or improperly use school property, including computer equipment and other technology, in violation of the Acceptable Use Policy.
15. A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment.
16. A student shall not be late or absent from school or any portion of the school day without proper authorization.
17. A student shall not, orally or in writing, engage in misrepresentation, forgery, plagiarism, or any other form of cheating.
18. A student shall not use profanity, give obscene gestures, be verbally abusive, or possess materials that may be deemed obscene.
19. A student shall not violate the school dress code or disregard the directions of school authorities with regard to this policy.
20. A student shall have cell phones, CD, DVD, IPOD & MP3 players, headphones or other electronic devices (i.e. Game Boy) turned off and left in a book bag or locker during the entire school day, inside and outside the school building and on the bus.
21. Because no list can include every instance of prohibited conduct, students may also be disciplined for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place within the school or which substantially and materially is or poses a threat to the safety of persons or property.

INVOLVEMENT AND SUPPORT OF PARENTS

The behavior of the student in school is ultimately the responsibility of the parents and a reflection of the kind of discipline the parents have developed with the child at home.

If the child's behavior becomes disruptive to the educational program, a danger to other students or becomes uncontrollable, the school may legally suspend or expel the student from school.

Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

We expect the parents to cooperate with and support the school when the child must be disciplined.

CLASSROOM DISCIPLINE PLANS

Each teacher has a discipline plan for his/her classroom, which he/she will post and discuss with the students during the first week of school, and on a review basis as necessary. A copy of these rules should be sent home at the beginning of the school year and are also on file in the office.

STUDENT DRESS AND APPEARANCE AT SCHOOL

Students should wear clean, comfortable clothes to school. We ask parents to use good judgment in what children wear. We expect students to wear clothes which do not disrupt the educational environment: no tube, tank or halter tops, bare midriffs, biker shorts, shirts with slogans or pictures in questionable taste (i.e. alcohol, tobacco, illegal products, inappropriate language or pictures, etc.), excessively short skirts or torn up pants, or shoes with rollers in the sole of the shoe. Children are expected to be dressed in clothing that is safe and appropriate at all times (i.e. warm clothing during cold weather; cooler clothing in the fall and spring, which may include reasonable length shorts; safe footwear for Phys. Ed. and recess). We recommend students **DO NOT** wear flip-flops. Students may not wear chains dangling from their clothing. Body piercing to visible parts of the body is limited only to pierced ears. Hair color is limited to natural colors.

We believe children learn better if they have physical activity during the day. We will have outside recess except on rainy days or when the temperature gets too cold. Students need to wear shoes, boots, coats, hats and mittens appropriate for the weather. Students are encouraged to wear coats until the temperature reaches 60 degrees. **We recommend students keep an extra pair of tennis shoes, socks, and a light jacket in their lockers at all times.**

The school reserves the right to require students to change if dress or grooming creates a distraction, disturbance, or health and safety hazards. Final decisions regarding student dress and appearance will be made by the Principal.

ENTRANCE AND DISMISSAL

- Paulding Elementary School doors will open at **7:40 a.m.** for students who will be eating breakfast in the café and at **7:45 a.m.** for all other students. *The school will not be responsible for the supervision of children before these times.*
- The Main entrance to the school (located near the flagpoles) will need to be used by anyone arriving at the school after 8:00 a.m. All other entrances will be locked during the school day in order to help keep our students and staff safe.
- Parents picking up or dropping off children **after 8:00 a.m. or before 3:00 p.m.** will need to use the main entrance.
- Preschool student drop off and pick up procedures will be sent out to parents when school begins.
- If a child is still on school property at 3:10, we are not responsible for him/her. Generally, misbehavior that occurs after school dismissal is a police matter. All students are to be reminded to walk while entering/exiting the building. Walkers are especially reminded to use the sidewalks for their safety. Walkers are not to cross the school lawn or the north and/or south driveways.

FEES

Workbook fees pay for the cost of curriculum enhancing workbooks; magazines; and art supplies at your child's grade level. Fee notices will be sent home at the beginning of the year. If you are interested in setting up a payment plan to pay your child(ren)'s fees, contact the school office (419-399-4656). Prompt payment of these fees is greatly appreciated.

NOTE: Students with unpaid workbook fees, or with fee payment plans that are not paid up-to-date, will be unable to participate in extra-curricular activities. (Extra-curriculars include activities such as school-sponsored athletics and organizations, school book fair, school pictures, and any activities not related to

graded academics.) Unpaid fees will accumulate each school year and must be paid in order to graduate.

Parents are responsible for the replacement cost of textbooks, library books and other school material that are damaged, lost or destroyed while in your child's use. If not paid, these fees and/or replacement costs will be added to your child's workbook fees and subject to the above procedures.

FIELD TRIPS

Parent notification and permission forms will be forwarded to you prior to your child's participation in a field trip. Parents will need to complete a Walking Fieldtrip permission form on Final Forms

GRADE CARD/PROGRESS REPORTS

Grading is used to provide an accurate report of what our students know in relation to Ohio's Learning Standards adopted by the State of Ohio and PEVS. These standards, followed closely by our teaching staff, are statements of knowledge and skills that every child is expected to learn during the school year. In order to report student progress and grade assignments according to those standards, our district has developed the following grading scales:

GRADING SCALE FOR STUDENTS IN KINDERGARTEN AND FOR ART, MUSIC, COMPUTERS AND PHYSICAL EDUCATION

<u>Category</u>	<u>Point Value</u>	<u>Percentage Range</u>
Advanced	3	90 to 100%
Proficient	2	75 to 89%
Basic	1	68 to 74%
Limited	0	0 to 67%

GRADING SCALE FOR STUDENTS IN GRADES 1-5

A+	99 – 100%	B+	87 – 89%	C+	77 – 79%	D+	67 – 69%
A	93 – 98%	B	83 – 86%	C	73 – 76%	D	63 – 66%
A-	90 – 92%	B-	80 – 82%	C-	70 – 72 %	D-	60 – 62%
						F	0 – 59%

In the elementary buildings, progress reports are sent home with students at the mid-point of each grading period (four times each year) and grade cards are sent home with students at the end of each grading period (four times each year). Parents are also encouraged to monitor student progress online at any time during the grading period/school year.

RETENTION POLICY

- a. A student may be retained at his/her current grade level when he/she has in the opinion of the professional staff and principal, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.
- b. A student may be assigned at the next grade level when retention would no longer serve any good purpose.

GUM

Careless disposal of gum on furniture, in drinking fountains and on floors presents sanitation and cleaning problem. Therefore, gum chewing is not permitted by students on school property, including school busses.

LOCKERS

Each student should only use his/her assigned locker and be responsible for that locker.

1. You are not to draw on or in any way deface the locker.
2. Please do not slam the doors when closing them. If your locker is in need of repair, report this to your homeroom teacher.

Any student damaging lockers intentionally, or entering another person's locker will be disciplined and responsible for any damages.

LOST AND FOUND

When we cannot identify the owners of various items, the items are placed on the Lost and Found bin located in the gym. Please feel free to check the bin if your child has lost or misplaced any of his/her belongings. Please remember, we are not responsible for personal items children bring to school. **Students are to leave valuable/favorite toys, clothing, games, etc. at home.**

LUNCH

- Students may pack their lunch or purchase their lunch each day. Lunch prices will be set by the Board of Education before school starts.
- Parents are responsible for maintaining a positive balance on their child's lunch account. Account balances may be monitored online.
- Students are not to purchase food for/from another student.
- Students are responsible to carry their trays/all trash to the area for disposal when they have finished their lunch.
- Individual cartons of milk may be purchased by students who pack their lunch. Students shall not bring soft drinks as part of their school lunch.
- Students are to leave the cafeteria quietly when dismissed after completion of their lunch, use the restroom when necessary and walk to the playground for the lunch recess.
- Menus are to be posted in all classrooms and will be available on the monthly newsletter.
- Supervision in the cafeteria is provided by the principal, cafeteria/custodial staff, aides, and/or teachers.

LUNCH GUESTS

Parents and other relatives are always welcome to have lunch at school with their child. Please call the office in the morning and send in a note from parent with child in the morning if you plan to join your child for lunch. Visitors will be charged the adult lunch price as designated by the Board of Education. Guests will wait in office until child arrives to escort them to cafeteria. You may join your child for lunch recess only if you do not have other siblings and stay and interact with only your child on the playground.

ADMINISTERING MEDICATIONS TO STUDENTS

Many students are able to attend school regularly only through effective use of medication for the treatment of illness and/or disabilities. Students with contagious illnesses, which may infect other students, will be asked not to attend school during the infectious time of their illness as to not infect others. If possible, medications should be given at home. An example of this daily or three times a day can easily be administered at home before and after school.

When a physician or parent believes it is necessary for medication to be administered at school, this procedure must be followed. The intent of this policy is to protect the safety of the students. This policy will insure that medications will be taken at school only with the approval of the parent/guardian, physician and school officials.

School personnel designated to administer medications are the school nurse, the building principal, the building secretary, or trained designee.

NON-PRESCRIPTION MEDICATIONS

Students requiring non-prescription medications will be required to bring the medication to the building office. **All medication must be in the original container with the strength and expiration date listed.** Such medication will be allowed only with a note signed by the parent that:

- a. Authorizes the school personnel to give the medication to the student during school hours.
- b. States the name of the medication to be given.
- c. States the amount and how often the medication should be given.
- d. States how long the medication is to be taken.

Due to certain illnesses/disabilities and interactions between medications, some non-prescription medications may also require the signature of the physician. The school nurse, based on the assessment of the student and the medication being administered, will determine this. The school nurse will notify the parent if a physician's signature is required. When a physician's signature is required, the policy for administering prescription medications will be followed.

PRESCRIPTION MEDICATIONS

All medications must be in the original container in which the physician or pharmacist dispensed it. Students requiring prescription medications while at school **MUST** have a physician's signature authorizing the school to administer. The statement from the physician must include the following:

- a. Name of the medication.
- b. Amount to be administered.
- c. Date to start and date to discontinue medication.
- d. Potential side effects the school should report to the physician.
- e. Any special instructions.

The parent/guardian must also sign a statement giving permission for the school to administer medication. Contact the School Nurse for a form at 419-399-4656 ext. 1315.

Violation of this policy may result in disciplinary actions deemed appropriate by the building principal.

BEE STINGS AND OTHER ALLERGIES

Parents are responsible for informing the school of the child's allergies, especially allergies to bee sting and specific foods or asthma. In the case of bee sting or food allergies or asthma, parents should provide the school with the proper medications and a **DOCTOR'S STATEMENT** concerning administering it.

CONTAGIOUS DISEASES

Children with contagious diseases will not be permitted to attend school during the infectious period. The school follows the guidelines set forth by the Ohio Department of Health. Some of the common illnesses are conjunctivitis (pink eye), chicken pox, diarrhea and lice. If your child has an infectious illness, **please** do not send them to school during the time they may infect others.

ILLNESS AT SCHOOL

Children who become ill at school can be better cared for at home by their parents. **Parents must provide us with both the home and work numbers so we are able to contact a parent during the day.** If someone other than the parent is to be called, please provide us with that information on the emergency medical form sent home at the beginning of the year.

PICK-UP OF STUDENTS DURING SCHOOL HOURS

When it is necessary for a student to leave school for any reason, you must sign your child out in the office. Students will not be released from the classroom without notice from the office. These procedures help to maintain accurate attendance records and are for the safety of your child. Children will be released only to the custodial parent, guardian, or those listed on the Emergency Medical Form unless prior arrangements have been made through the office.

PARENT-TEACHER CONFERENCES/NEWSLETTERS

To best serve the needs of the students, the responsibility for communication is shared between those at school and at home. Do not hesitate to contact the school with your concerns. The school staff holds the parents' influence on a child's education in the highest regard. We will not delay in keeping you apprised of your child's progress.

Building wide parent-teacher conferences are scheduled once each year, usually at the end of the first grading period. Conferences, written communications and telephone calls can and should be used whenever the need arises during the school year.

Newsletters are written each month to keep students and parents current with the menu, all school activities, policies and schedules.

PARENT-TEACHER ORGANIZATION (PTO)

Paulding Elementary is served by a very active Parent-Teacher Organization. All parents are encouraged to join and become actively involved in the PTO's activities. The PTO, through its projects, has provided the students of Paulding Elementary many educational and recreational improvements.

PHYSICAL EDUCATION

Physical Education is a required part of our curriculum, with standards set and adopted by The State of Ohio. On the days your child has physical education; students must have tennis shoes and wear clothing which will permit participation in class. Limited participation will be decided on a case by case basis with a note from a parent. Only a medical note signed by a doctor will excuse a child from all activities during physical education class.

RECESS

The purpose of recess is exercise and enjoyment. The school's primary interest is the prevention of injury. This includes actions that will bring injury to you or will result in injury to another student. We expect the students' cooperation.

OUTSIDE RULES

1. Ice, snow, sticks, mulch or stones should not be thrown or kicked.
2. Any student who allows himself/herself to be drawn into a fight will be disciplined along with the individual who started the fight. Fighting or play fighting is prohibited. (Hitting, pushing, and shoving are also considered fighting.)
3. When disagreements develop, go to the adult for assistance to solve problems.
4. Touch football only. No Tackling.
5. Games involving tripping or shoving are not allowed.
6. For safety purposes, baseballs or other hard balls should be left at home. (Football, soccer balls and basketballs are permitted.)
7. No personal toys are allowed on playground.
8. In the winter, we do go outside for recess. If there is snow on the ground, students must be wearing boots to play in the snow; and then, they may only do so with permission of the playground supervisor.

INSIDE RULES

Inside recess is a special situation. It occurs when students cannot go outside because of various types of bad weather. Inside recess is different from outside recess and the activities allowed are also different. Games and other safe activities are allowed and provided for in the classrooms.

The school's primary interest is the prevention of student injury. This includes actions that will bring injury to any student. Good judgment and common sense should be the guideline of all activity. We expect the students' cooperation.

RECESS SUPERVISION

Teachers and Teacher's aides are in charge of the playground. Follow their instructions. Those who will not follow the rules will not play. Warnings will be given to stop inappropriate activity. Removal from activity is the next action. Further action will mean adding the student to tracking chart.

RECORDS

PRIVACY ACT

In keeping with P.L. 93-380, concerning school records, parent consent must be obtained before school records can be released to anyone outside the school, other than another government agency.

PARENT ACCESS TO RECORDS

NATURAL PARENT

Any legally recognized natural parent has access to his/her student's records unless those rights were lost through adoption, court order or the child have reached the age of maturity. Access must be granted within a reasonable period of time.

NON-CUSTODIAL PARENTS

A divorce or change in child custody does not change the rights of the natural parent to access his/her child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Self-addressed stamped envelopes may be requested by the school for the mailing of information to non-custodial parents.

STEP-PARENTS

Step-parents have no rights to records, reports or conferences unless these rights are conferred on them by the custodial parent or the step-parent has adopted the child.

CHILD CUSTODY

Parents have a legal obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to the child's custody. **The school is not responsible for enforcing custody orders.** We have been authorized by law enforcement to release children to a natural parent upon request of that parent, unless we have received a copy of a restraining order forbidding said parent from taking the child. If a natural parent is violating a custody agreement by picking the child up at school, the issue will need to be settled in court and is **not** the school officials' responsibility to monitor or moderate.

RELIGIOUS ISSUES IN THE SCHOOL

Parents who object to their child observing holidays on religious grounds should provide the principal with a written statement to that effect.

SAFETY

The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. Therefore, State law requires all visitors to report to the office before visiting classrooms.

Following are suggestions to help us safely care for the children:

1. Parents should instruct their children about the dangers of talking to strangers.
2. Parents are expected to reinforce the school rules about safely crossing the street, not fighting and avoiding other dangerous practices.
3. In case of special emergencies, it could become necessary to dismiss school early. Parents should discuss this with their children and make sure their children know where to go if this should happen.

AUTOMOBILE PICK-UP FOR CHILDREN

- Parents dropping off/picking up students **before** or **after** school should use the entrance located on Water Street.
- When dropping off/picking up students at the Water Street entrance: If you pull into the circle drive, you must remain in your vehicle. Carefully pull your car forward when the car in front of you moves up. If you are going to get out of your vehicle, you must pull into a parking spot.
- For the safety of all children, please follow the directions of Paulding Elementary staff.
- **PLEASE NOTE:** Parents arriving **AFTER 8:00 a.m.** or **BEFORE 3:00 p.m.** need to use the main entrance (by the flag poles) located on Water Street.

SCHOOL CLOSINGS AND DELAYS

- PEVS uses the Honeywell Instant Alert System to notify all families and staff of delays, closings, and early dismissals. Please update your phone and e-mail information at <https://Instantalert.honeywell.com/>
- School closings and delays due to inclement weather will be posted on the school website <http://pauldingschools.org/>, Facebook, Twitter and are also announced on the following radio stations: WDFM FM 98.1, WPAU AM 1640 and WERT FM 99.7.
- Some area TV stations also carry this information. The information is available after 6:00 am.
- When it becomes necessary to close school before the scheduled dismissal time, you will receive an instant alert phone message. This information will also be broadcast over the same website, social media and radio/TV stations.

SCHOOL SUPPLY LIST

Parents are asked to **maintain** the school supply list at your child's grade level. These materials are used daily and are needed to perform the student's school work. Some school supplies need to be replenished during the year as they are used, such as crayons and pencils. The school supply list is provided for each child at the beginning of the school year, is available on the school website (www.pauldingschools.org) and is available in the school office.

SPECIAL SERVICES

INTERVENTION ASSISTANCE TEAM

Intervention Assistance Teams are school-based groups whose purpose is to assist teachers and parents in dealing with the learning and behavior of students. Intervention assistance teams serve as a way to address individual student needs in a total confidential setting.

An IAT has the potential to:

- Better meet individual student needs.
- Assist teachers and parents in varying strategies to promote student performance.
- Employ group problem solving procedures to solve problems.

Depending on the individual needs of the student, the IAT may be composed of: parents, classroom teachers, the principal, school psychologist, special education teacher, speech pathologist, Title I Reading Specialist, school nurse, and support staff (teacher aides, bus driver, etc.).

PSYCHOLOGICAL SERVICES

Learning Disabilities and Developmentally Handicapped units of instruction are available for the students. Students qualify for these programs after evaluation by the school district's psychologist.

Psychological services and testing are available through the IAT process and consultation with the classroom teacher, psychologist, and special education coordinator and principal. Participation in this program requires parental approval.

SPEECH LANGUAGE PATHOLOGIST

Speech and Hearing Therapy is provided for the students of the district. Students qualify for this program after evaluation by the Speech Language Pathologist.

Testing is available upon request of the parent. Contact the Speech Language Pathologist through the school office. Participation in this program requires parental approval.

SCHOOL NURSE

The school nurse is scheduled at Paulding Elementary four days a week. This may vary depending on the district's activities throughout the school year. The nurse conducts vision and hearing screenings for Kindergarten, 1st, 3rd and 5th grade students. The nurse will also examine any students referred by parents. Injuries and illnesses are also treated by the nurse during her time at the school.

BAND

Instrumental music instruction is provided for 5th grade students. Students receive individual instruction weekly along with an additional session with the full band at his/her grade level. The opportunity to purchase or rent instruments is also provided.

MEDIA CENTER PROCEDURES

- The purpose of the school Media Center is to aid in developing a student's reading and study skills and to assist the school staff in this objective. The Media Center is a classroom; students are to follow general classroom rules such as: enter quietly, stay in the proper area assigned, ask for help when needed, be a good listener and handle material properly.
- Ignoring the accepted rules and procedures could result in suspension of Media Center privileges except those connected with class assignments.
- All items checked out of the Media Center are due within two weeks. Fines are not charged for overdue books. However, the habit of being late could result in the suspension of checking out materials from the Media Center.
- A fee is charged for damaged or lost books based on original or replacement cost and condition of the book.

STUDENT'S PERSONAL PROPERTY

- Students are discouraged from bringing cameras, cell phones, CD/DVD/IPOD/MP3 players, personally valued toys, trading cards or other valued items to school. The curiosity of children in another child's belongings, though usually innocent, sometimes leads to problems for all parties concerned.
- Students should not leave money or valuables in their desks.
- A student's name should appear on lunch boxes, coats, boots and other items consistently brought or worn to school.
- Students wearing watches, Fitbit, bracelets, earrings, etc. to school are to wear them properly (as they were designed to be worn) at all times, except during physical education when the watches should be given to the physical education instructor.

Please remember if you do choose to bring personal toys, electronics, or other valuables to school, the school personnel is NOT responsible for recovering these items if they are lost or perceived to be stolen; and education time will not be taken to attempt to recover personal items.

BUILDING SAFETY PROCEDURES

EMERGENCY WEATHER

All students are to know their assigned area from each room they use. All students are to move quickly and quietly to the assigned area when the emergency weather tones are sounded. Students are to remain standing in their assigned areas until they are directed differently. Teachers will take and report attendance when the class has assembled in the safe location. Students are to remain in the safe location until the "all clear" is signaled. Emergency weather drills will be conducted once a month during tornado season.

EMERGENCY EVACUATION/FIRE

All students are to move quickly and quietly when the fire alarm is sounded. Each class should know primary and secondary routes to the outside. Students should remain with their class after leaving the building and follow the directions of the adult in charge of them at the time. Teachers will take and report attendance when the class has assembled at the designated safe location. No one is to re-enter the building until the all clear is signaled. Emergency Evacuation/Fire drills will be conducted as required by law.

PROTECTIVE ENVIRONMENT

If a Protective Environment is announced, all students will remain inside the school building. They will continue to follow their regular daily schedule and lessons but will remain inside (i.e. recess would be inside recess). Any staff or student who needs to leave the building during a Protective Environment must do so through the main doors by the office. Protective Environment drills will be conducted during Safe Schools weeks each year. Examples of when a Protective Environment might be announced: there is an accident on the street in front of the school; a home near the school is on fire; the EMS is called to a home in view of the school; law enforcement requests students not be on the playground...

STAY PUT

If a Stay Put is announced, all students will stay in the classrooms, out of the hallways, until the "All Clear" is given. Teachers will continue teaching; however, class changes will not take place. Stay Put drills will be conducted during Safe Schools weeks each year. Examples of when a Stay Put might be announced: a serious medical situation inside the school; a power outage; a serious student disturbance; law enforcement requests students not be in the hallway...

LOCK DOWN

If a Lock Down is announced, all students will move to a safe place in their classrooms away from windows and doors, which will be locked. Classroom instruction will be suspended while teachers and students attempt to become as quiet as possible. Lock Down drills will be conducted during Safe Schools weeks each year. Examples of when a Lock Down might be announced: Dangerous intruder outside the building or in the general vicinity of the classroom; student possession of a weapon on school grounds; law enforcement request due to police activity in the vicinity of the school...

A.L.I.C.E.

A = Alert, L = Lock Down, I = Inform, C = Counter, E = Evacuate

If there is a dangerous intruder inside our school, we will do everything possible to get students and staff to safety by keeping them informed of the situation and making every possible attempt to evacuate to a safe location. A.L.I.C.E. drills will be conducted during Safe Schools weeks each year.

Situations/issues not addressed by this handbook will be governed by the current Paulding Exempted Village Schools Board Policy Manual.