

**SMALL HANDS.....BIG PLANS**

**ELEMENTARY**

**PARENT – STUDENT**

**HANDBOOK**

**COLDWATER EXEMPTED VILLAGE  
SCHOOLS**

**[cw.noacsc.org](http://cw.noacsc.org)**

**2009 – 2010**

**The mission of the Coldwater Exempted Village Schools, designated as one of Ohio’s “B.E.S.T.” schools, is to guarantee the best education for all students by using quality resources in a caring environment.**

Dear Coldwater Elementary Parents:

On behalf of the teachers and staff of Coldwater Elementary School, we would like to welcome you to Coldwater Elementary School and the start of the 2009-2010 school year. Once again, Small Hands....Big Plans is our school's theme. We are excited and look forward to working with each and every one of you to make this school year truly productive and pleasant.

This Parent-Student Handbook has been prepared to provide essential information to the students who attend Coldwater Elementary School and their parents. Please take a few minutes to review the contents. If you ever have any questions or concerns, please call us at 419-678-2613.

The staff developed the following building mission statement at our August 18, 2003 inservice: "We are here to learn and do our best!"

If you have any questions or concerns at any time during the year, please feel free to ask.

Good luck during the 2009-2010 school year!

## COLDWATER ELEMENTARY STUDENT HANDBOOK

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**SCHOOL DIRECTORY**

Athletic Director	678-4821
Coldwater Elementary School	678-2613
Coldwater Middle School	678-3331
Fax	678-3100
Food Service	678-2611
Headstart	586-8300
High School Office	678-4821
Mercer County Health Department	586-3251
Speech & Hearing Therapist	678-2613
Superintendent & Treasurer	678-2611
Transportation Director	678-4821

**BOARD OF EDUCATION MEMBERS**

Joe Eichler	733-0571
Gene Homan	925-4897
Gary Lefeld	678-4601
Dan Rose	678-1304
Linda Steinbrunner	763-1019

No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities receiving federal financial assistance. Title IX of the Education Amendments of 1972-Public Law 92-318.

**\*\*ANNOUNCEMENTS:**

The daily announcements are given every morning at 8:30 through the P.A. system in the office. If the P.A. system is not available at the start of the school year, a different means of communication will be used.

**\*\*ASSIGNMENT BOOKS:**

All elementary students in grades 1-4 will be provided an assignment book/homework organizer. If lost, a new one may be purchased for \$3.00 in the Elementary Office. This book is to be with you at all times and important dates, assignments, etc., should be included daily.

**\*\*BICYCLE RULES:**

Every child has a right to ride his/her bike to school. We ask, for the safety of the child, that the following be kept:

1. All bikes must be ridden on the right side of the street.
2. When on the sidewalk, please walk your bike.
3. If you need to cross the street, cross only at the crosswalk or at the proper street intersections. (No jaywalking).
4. Park your bike in the bike racks provided by the school.

Not following these rules could result in an in-school reprimand. The type of reprimand will be decided by the person designation to be on bike-patrol and/or the principal.

**\*\*CRISIS MANAGEMENT PLAN:**

The Board of Education has a policy and a procedure to follow in the event of an emergency or crisis. An emergency or crisis may be defined as an event that affects a large part of the school population or community. The school has facilities and specialized staff that have certain duties during such times. The school may also seek help from community members and/or other organizations. If someone is interested in this plan, they should contact the principal or any school personnel. The emergency squad/fire department may be called in the event of an accident or emergency at the discretion of the person in charge.

**\*\*FEES:**

Class fees are set by the Board of Education. The fees are as follows: Kg. (\$25.00); Extended Day Kdg. (\$35.00); First (\$61.00); Second (\$80.00); Third (\$46.00); Fourth (\$52.00).

These fees help pay for workbooks and other supplies used in the classroom. Your child may be assessed other fees throughout the year for programs, assemblies, field trips, etc. These assessments will be kept to a minimum. Report cards will be held if school fees are not paid.

**\*\*FIRE, TORNADO, EVACUATIONS, AND LOCK DOWN DRILLS:**

Fire, tornado drills, evacuations and lockdowns will be held throughout the school year. Students are expected to move quickly and quietly in a single file form.

Signs are posted in all classrooms directing the students to the nearest fire exits. Teachers will assist in the drills. Students are to remain outside until signaled to re-enter.

During a tornado drill, students will be directed to a safe area of the building on the ground floor or basement. Students are to sit quietly with their back to the wall and knees tucked up to the chest.

**\*\*FORGOTTEN WORK:**

There are times a student will forget a book or assignment. They can return to school before 4:30 p.m., sign in at the office and ask a custodian for help to enter a locked room. The entrance doors are locked at 4:30 p.m. so entrance into a classroom after 4:30 p.m. can only be done by the principal. This is done to protect your child and employees. After 4:30 p.m., with fewer teachers, aides, and secretaries present, the custodians are responsible for cleaning, repairing, installing, and moving items. At times, there are plumbers, electricians, carpenters, technicians, and others present in the building after hours.

**\*\*HAZING/BULLYING:**

In order to assure the safety and welfare of the students from hazing and bullying, the district has adopted policies that can be found on the webpage under Board Meeting.

**\*\*HOMEWORK:**

Homework is an opportunity to reinforce practice and/or extend activities and assignments that have been experienced at school. Homework will be assigned at the discretion of the classroom teacher and varies from grade level to grade level. Students are encouraged to complete their own work.

**\*\*LOCKER INFORMATION:**

Lockers are assigned to students to allow them to have a place to store clothing and necessary school materials. The school assumes no responsibility for the contents of any locker. **Lockers are the property of the school and, as such, are assumed to be under the control of the school. Lockers may be searched by school personnel to insure that school rules are not being ignored.** Lockers are to be clear of clutter and doors easily closed. A student is to use only the locker assigned for his/her use.

**\*\*LOST AND FOUND:**

Any student who loses an article should check whether it has been turned in to the principal's office. Students names should be in all texts, on labels of clothing, and in workbooks in ink to facilitate return if lost. Parents are encouraged to check the lost and found periodically.

**\*\*LUNCH PROCEDURES:**

Each grade is allotted approximately 50- 60 minutes for lunch and recess. The times vary according to each grade level.

Coldwater Elementary students may leave the building and school grounds to go home for lunch with parent permission. The parent must pick up the student from the office. Students may not go anywhere else during this time.

The cafeteria provides a standard Class A type lunch as prescribed through State lunch guidelines. Extra sandwiches, milk or flavored drink, may be purchased by those desiring more to eat or drink.

All lunches must be consumed in the cafeteria. Students are not encouraged to exchange food items purchased in the lunchroom or brought from home. Students with allergies, different food tolerances, cystic fibrosis, asthma, and restricted diets due to diabetes and other illnesses may not realize the dangers in exchanging food items. This reminder should also be used when bringing foods to the classroom for a party, celebration, recognition programs or other reasons.

Homeroom teachers take attendance and lunch count in the morning. Students can deposit money into their lunchroom account anytime. The money should be placed in an envelope with the student's full name and identification number on the envelope. Checks should be made to COLDWATER CAFETERIA and brought to the office.

**\*\*LUNCH APPLICATIONS:**

Each school year, applications for free and reduced lunches are available in the Elementary Office. A separate application must be completed for children in each of the buildings in which they are enrolled.

**\*\*SEARCH AND INTERROGATION:**

To insure safety and protection of the entire student body, search and seizure of individuals and property is permissible without consent.

**\*\*TELEPHONE USAGE:**

The school telephone is reserved for official school business. Personal calls to students will only be forwarded in extreme cases of emergency. Students are to make social arrangements before coming to school, not during the day. There are times when it is necessary for students to call home. In such cases, permission must first be obtained from the teacher and secretary. Students are to explain the nature of all calls to be made. Student initiated calls are to be made from the office only!

**\*\*TRANSPORTATION:**

Requests to ride another bus or to be dropped off at a different location must be approved by the Director of Transportation. Notes should be submitted to the office early in the morning.

**\*\*USE OF THE SCHOOL COMPUTER NETWORK:**

Students are encouraged to take advantage of the many resources available on the Internet. Responsible use of the Internet is important and students need to follow acceptable guidelines and rules with relation to use. Student access permission forms must be on file for the student to use Internet Access.

**\*\*VISITORS:**

To assure that no unauthorized persons enter the buildings or school grounds, **all visitors to the school must report to the office when entering. Visitors are always welcome.** No interruption of the classroom will be permitted, except when it is necessary for a parent to remove their child due to an emergency.

**II. ACADEMICS**

**\*\*CLASSES:**

In grades K-4, students are assigned to a homeroom. The homeroom becomes the center of activity for all classes. Students may have the opportunity to have several instructors. Sometimes reading, math, social studies, and/or science are divided among the teachers.

Some instruction is provided by specialists. Specials are taught to students in grades K-4 by specialists.

All course work is carefully regulated by the Ohio State Department of Education through adherence to published, Ohio Minimum Standards. These standards are extensive and must be followed. All standards are designed to bring the best possible educational opportunities to boys and girls across the state.

**\*\*REPORT CARDS:**

Standard Based Report cards will be issued every nine week period for grades K-4. Unpaid bills or fees will prevent a child from receiving a grade card.

**\*\*GRADING POLICY:**

First through Fifth Grade:

99-100: A+	92-93: B+	83-85: C+	73-74: D+	66-: F
96-98: A	88-91: B	78-82: C	69-72: D	
94-95: A-	86-87: B-	77-75: C-	67-68: D-	

**\*\*PROMOTION AND RETENTION OF STUDENTS:**

The promotion of each student in the District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher will take into consideration; reading grade,

mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible. Guidelines include:

1. A student receiving passing grades in reading, social studies, mathematics, science, English and spelling will be promoted.
2. A student having failing grades in reading, mathematics and English at the end of each year will have his/her case evaluated by the teachers, guidance counselor and Principal for placement.
3. No conditional promotions will be permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the Principal.
5. A student having passing grades, "D" or above, throughout the year will not be failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary or anecdotal evidence should be available to justify retention.
8. A student with failing grades will be entered into the District's intervention programs to be assisted toward academic success in those areas.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

### **III. ATHLETICS/EXTRA-CURRICULAR ACTIVITIES:**

Elementary students are prohibited from participating in interscholastic sports. Some students may choose to help the team/coaches of the high school teams. Such persons are called managers. No elementary manager will be permitted to participate as a manager if he/she is experiencing difficulty with the academics or conduct. Attendance and school work must also be average or higher.

### **IV. ATTENDANCE:**

Regular attendance in school leads to academic achievement at or above the level which can reasonably be expected. Just as importantly, Ohio Revised Code Sections 3321.01-3321.99 make school attendance compulsory for every child who is an actual resident of the state. Therefore, the following is a statement of policy regarding pupil absences and make-up work for those absences that fall within the legal categories. For those cases not

covered below, the building principal has full authority to handle each according to his/her best judgment.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

It is very important that the school be contacted in some manner the same day the student is absent from school. The Missing Children's Act was passed by the Ohio General Assembly in an effort to protect the children of Ohio. In order to comply with this Act, we need the cooperation of all parents regarding reporting student absences. This cooperation is essential for the protection of your child.

Parent notes may be used to excuse no more than 10 absences during the school year. (This includes full days, half-days, or partial days). Written notification will be mailed home when this level is reached and the parents will be required to provide a doctor's statement to excuse further absences. Any absence after this point without a doctor's statement will result in an unexcused absence and the student will be considered truant.

If a student has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during the year, she/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court as a result of this excessive absence.

1. The Ohio Revised Code 3321.04 defines a "legitimate" excuse from school as the following:
  - a. Enrollment in another school.
  - b. A bodily or mental condition that does not permit attendance, verified by a licensed physician or psychologist.
  - c. Participation in an approved program for home instruction.
  - d. A demonstrated need for the child to remain home for a limited period of time to perform essential work for his parents.
  - e. Possession of an age and schooling certificate.
2. The Coldwater Board Of Education has defined the word "excused" to refer to any absences from a class based on the following:  
Personal illness (**verification from a licensed physician may be required**).
  - a. Illness in the family
  - b. Death of a relative
  - c. An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good cause for absence.

**Excused Absence** – any absence from school excused by Ohio attendance laws.

**Unexcused Absence** – any absence from school with the parent's knowledge but for an unacceptable reason.

**Truancy** – any absence from school without a parent's or the school's knowledge is prohibited.

**Unexcused Tardies –**

- 3 unexcused tardies - 30-minute after school detention
  - 6 unexcused tardies - 60-minute after school detention
  - 10 unexcused tardies - Saturday School
  - 13 unexcused tardies - Alternative School assignment
3. Parents or guardians of students absent from school are expected to call the Coldwater Elementary School at 419-678-2613 (grades Kg.-4) by 9:30 a.m. the morning of each absence to inform the school of the reason and probably duration of the absence. If the parent/guardian fails to call the office by 9:30, and attempts by the office to contact the parent/guardian are not successful, the truant officer will be contacted, and the absence will be considered unexcused. The office will be open by 8:00 a.m. each school day. A voice-mail box has been established for those parents unable to contact the office during normal hours. If parents are unable to call, and the office fails to reach a parent, the student, upon returning to school, must submit to the office a note from a parent/guardian or medical excuse listing the **Date** and **Reason** of the absence.
  4. Students arriving at school after 8:30 a.m. must first sign in at the Office.
  5. Arrangements with the office for doctor, dentist, etc. appointments, should be made **PRIOR** to the scheduled time. This may be done by a parent calling the office or by sending in a note.
  6. Students who need to leave school during the school day (**for any reason**) must report to the office to sign out. A parent must come into the office to pick up a child.
  7. Students will be given the opportunity to do make-up work following an excused absence. One day's time for each day's absence will be given for make-up work. This does not apply to assignments known in advance and/or prior to a scheduled or excused absence. The Principal retains the authority to make a determination of appropriate length for make-up for extended illnesses.

Absence from school for family vacations is discouraged. Prior approval of the principal is required. It is then the responsibility of the student to meet with the teacher and discuss how the work will be made up. A vacation form may be obtained in the office. This form must be filled out 10 days prior to vacation date. The principal will then approve the request.

Incomplete work must be made up within two weeks after the "I" (incomplete) has been recorded on the report card. After two weeks, the "I" will become an "F". If extenuating circumstances prohibit the two week deadline, administrative approval must be secured.

**\*\*SCHOOL DELAYS, CANCELLATIONS, EARLY DISMISSALS:**

This information will be on the following radio stations:

WCSM – 96.7 FM or 1350 AM – Celina; WKKI – 94.3 – Celina; and T102-Lima. TV Channels WHIO-Dayton (7); WDTN-Dayton (2); and WLIO-Lima (35). We urge you to listen to WCSM or WKKI for information on closings or delays. If school is delayed two hours, the morning kindergarten session will start at 10:30 and end at 12:10. The afternoon session will start at 1:30 and end at 3:15. This is known as the "alternate plan".

If the school is dismissed because of inclement weather, your children should know where to go if you do not want them home prior to the regular time, or if the house is locked at this time.

## **V. CODE OF CONDUCT:**

Student self-discipline is a goal that the Coldwater Elementary School seeks to foster. It is an attempt to insure that each student has the right to an education and the commensurate responsibility not to interfere with or threaten the education of others by personal actions. Our goal is a responsible student who respects authority and the rights of fellow students.

Violations on the part of a student of any of the following rules of conduct may result in disciplinary action, including, but not limited to loss of privileges, assigned detentions, suspension, emergency removal, in-school suspension, Saturday School Detentions, Expulsion, or referral to an appropriate court.

The following are areas of misconduct that will result in discipline measures:

1. Disruptions of School – A student shall not, by use of violence, force, coercion threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction of the education process, including all curricular and extra-curricular activities
2. Damage to school or private property
3. Assault and or Fighting to a student or other school personnel
4. Dangerous Weapons and Instruments or other objects which might be considered a dangerous weapon or instrument of violence
5. Tobacco use by students
6. Narcotics, alcoholic beverages, and stimulant drug use
7. Theft of public or private property
8. Frightening, Degrading or Disgraceful Acts to a teacher, student, or other person by written, verbal or gestured means
9. Insubordination – disregard or refuse to obey reasonable directions given by school personnel
10. All students shall cooperate with the bus drivers and comply with basic safety regulations
11. Truancy
12. Excessive Tardiness (three tardies will earn one Saturday School Detention)
13. Forgery/Cheating
14. The use of cellular phones, pagers, laser lights or like communication devises are prohibited during school hours, extra curricular events, or school functions
15. Skipping a class
16. Leaving school grounds without permission
17. Profane and obscene language
18. Public display of affection

19. Soft drinks and beverages are not permitted in the building at any time unless prior approval.
20. Radios and other audio equipment are not to be brought to school.

**\*\*STUDENT BUS RIDERS' RESPONSIBILITIES:**

Pupils have duties and obligations which contribute to their safe and orderly transportation. The following are rules which are to be observed by pupils riding school buses.

■ The Coldwater School District furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

■ Once a student boards the bus he/she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

■ Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student, once proper due process procedures have been followed.

■ Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

In order to assure the safety and welfare of the pupils it transports, the Board has adopted the following policy:

1. The school bus driver has the authority and responsibility to maintain control of the students riding his or her bus.
2. Pupils riding Coldwater School buses must meet the following standards of behavior:
  - a. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  - b. Pupils must wait in a location clear of traffic and away from the bus stops
  - c. Behavior at school bus stops must not threaten life, limb or property of any individual.
  - d. Pupils must go directly to an available or assigned seat.
  - e. Pupils must remain seated, keeping aisles and exits clear.
  - f. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  - g. Pupils must not use profane language.
  - h. Pupils must refrain from eating or drinking on the bus, except as required for good health practices.
  - i. Pupils must not use tobacco on the bus.
  - j. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
  - k. Pupils must not throw or pass objects on, from or into the bus.

- l. Pupils may carry on the bus only objects that can be held in their laps.
  - m. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  - n. Pupils must not put head or arms out of the bus windows.
3. In cases where it is determined by the Director of Transportation that a pupil's presence on a bus poses a danger to persons or property or a threat to the safe operation of the school bus, that pupil may be removed immediately by the Director of Transportation for a period not to exceed 10 days. The pupil will be given notice as soon as practical and the pupil has the right to a hearing within 72 hours of the action. Suspension of a pupil for misconduct that is not considered a danger to persons or property, or a threat to the safe operation of the school bus can take place only after the pupil has been notified of the intended action, and has had the opportunity to appeal the action to the superintendent. Expulsion of pupils from riding privileges may be done only by the superintendent. The pupil has the right to a hearing.

**\*\*DISCIPLINE PROCEDURES:**

**\*\*DETENTIONS:**

**In School Detention:** The student will report to the designated areas as assigned by the principal. The student will not converse with anyone, nor cause any disruption.

**After School Detention:** The student will remain in this area for at least 30 minutes, but not to exceed 60 minutes. The student will not converse with anyone, nor cause any disruption. The parent/guardian will be informed of all after school detentions, and will be responsible for transporting the student home.

Two in school detentions during a five day period will penalize the student with an after school detention.

The type of consequence given the student will depend on:

1. The number of times the rules has been broken
2. The age of the student
3. Past experience of the student
4. The severity of the rule

**\*\*SATURDAY SCHOOL:**

Serious violations of school policy and procedure could result in the assignment of a Saturday morning detention (8:00 a.m. – 11:00 a.m.). The location will be assigned by the Principal. Parents are responsible for transportation.

**\*\*DUE PROCESS IN SUSPENSION/EXPULSION:**

A. The Superintendent or the principal may suspend a pupil from school for not more than 10 **school days**. No pupil shall be suspended unless prior to the suspension, the superintendent, the principal, or the assistant principal:

1. Gives the pupil written notice of the intention to suspend him/her and the reasons for the intended suspension; and

2. Provides the pupil an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, and challenge the reason for the intended suspension or otherwise to explain the actions.
- B. The superintendent may expel a pupil from school. No pupil shall be expelled unless prior to his expulsion, the superintendent:
1. Gives the pupil and his/her parents or guardian, or representative, an opportunity to appear in person before the superintendent or his designee, to challenge the reasons for the intended expulsion, or otherwise to explain the pupil's actions. The notice required in this division shall include the reasons for the intended expulsion, notification of the opportunity of the pupil, his parents, guardian, or representative to appear before the superintendent or in designee, to challenge the reason for the intended expulsion, or otherwise to explain the pupil's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) days not later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil, his parents, guardian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his parent, guardian, or representative of the new time and place to appear.
- C. If a pupil's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without the notice and hearing requirements of Division A or B of this section. As soon as practicable after making such a removal, the teacher shall submit, in writing, to the principal the reasons for removal. If a pupil is removed under this division from a curricular or extra-curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held in accordance with Division B of this section, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused or requested the removal to be made shall be present at the hearing. If the superintendent or the principal reinstates a pupil in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal under this division, the teacher shall, upon request, be given in writing the reasons for reinstatement.
- D. The superintendent or principal shall within twenty-four (24) hours after the time of a pupil's expulsion or suspension, notify in writing the parent or guardian, and the Clerk of the Board of Education of such expulsion or suspension. The notice shall include the reasons for the expulsion or suspension and shall also include notification of the right of the pupil his/her parent or guardian, to appeal such action to the Board of Education or to its designee, to be represented in all such appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsions, and to request that such hearing be held in executive session.

- E. A pupil or his/her parent or guardian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. Such pupil or his parent or guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting.

The Board may, by a majority vote of its full membership or by action of its designee, affirm the order of suspension or expulsion, or may reinstate such pupil, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The Board or its designee shall make a verbatim record of hearings held under this division. The decision of the Board or its designee may be appealed under Chapter 2506 of the Revised Code.

This section shall not be construed to require notice and hearing in accordance with Division A, B, or C of this section in the case of normal disciplinary procedures when a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to a suspension or expulsion.

**\*\*DRESS CODE:**

Proper dress, manners, and attitudes will be expected at all times. We feel that each student should realize that how he or she dresses has an affect on his/her behavior. Proper clothing can add to the learning climate while attention-getting clothes may detract. For this reason a dress code becomes necessary to insure a proper learning environment.

1. Hats, headbands, and other garments worn around the head are not permitted if they violate the intent of the dress code.
2. Clothing may not be disruptive to the educational system.
3. Shirts with sleeves removed or leaving the armpit exposed may not be worn unless another shirt is worn underneath the sleeveless shirt. Shirts displaying chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia) shall not be worn.
4. Pants/jeans which are tattered, torn, or with holes may not be worn. Also, shorts of modest length may be worn.
5. Pants must be worn at the hip at all times.
6. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
7. When a student is participating in school activities, his/her dress and grooming will not disrupt his performance or that of other students or constitute a health threat to himself or other students.
8. Chains (that do not include jewelry) may not be worn. (Ex.-Chains that connect billfolds to pants and those worn on jackets.)
9. No open toe/open heel shoe is permitted.

**(The Principal reserves the right to make judgments concerning the other questionable modes of dress.)**

**\*\*RULES FOR “INSIDE RECESS”:**

1. No running
2. No throwing any objects (This does not include tossing bean bags, dice, etc.)
3. No record player, radio, TV, etc.
4. No leaving the room without the teacher’s permission.

**\*\*OFF LIMITS AREA:**

1. Any areas as directed by the teacher for the safety/health of students. (Includes no playing on grass after a heavy rain and no playing in the snow without proper attire). Many teachers have a severe clause in their Room Discipline Plan. They might also have a fourth or fifth step which states that the student should go to the principal for further disciplinary action. If this should occur, the final plan of action will depend on the conference held between the teacher and the principal. The sequence of events that will occur are:
  - a. Student sent to the office.
  - b. Principal meets with the teacher to learn how student got here (why?)
  - c. Principal “counsels” student that he does not want to see this student in his office again because of a similar infraction.
  - d. Principal further states that if the student is sent to principal again, one or more of the following may occur. Determination of plan will depend on infraction, age of student, past action taken, teacher input, plan deemed most effective, etc.
    - A. Remain after school in principal’s office for 15 minutes
    - B. Remain after school in principal’s office for 30 minutes
    - C. Letter A or B and a principal conference with a parent
    - D. Letter A or B and a principal conference with both parents
    - E. Student eats lunch alone and spends remainder of time in isolation
    - F. Student is assigned to eat lunch with a different group
    - G. Student is restricted to a certain area as designated by the principal
    - H. An alternative education plan is provided
    - I. Some other plan that is mutually agreed upon among teacher, principal, and possibly student and parent

**\*\*USE OF PLAYGROUND:**

The following are general guidelines. The playground monitor may add rules as they become necessary to assure the safety of all children. The monitor may also discipline children who break a rule/guideline.

1. Elementary students are required to go outside during recess and noon period unless it is determined that the weather is too inclement and that all students will remain indoors. The only exceptions to this rule are:
  - a. one day exception based on classroom teacher’s permission;
  - b. one day to entire year exception upon written request from the family physician or parents

2. Appropriate clothing for outdoor play should be worn by all students. Appropriate outdoor clothing includes boots, warm coats, etc., in cold weather.
3. No throwing snowballs, iceballs, rocks, frisbees, etc.
4. No skates, no bare feet, no use of balls near windows.
5. Restricted to blacktop areas in wet weather – do not run in water puddles.
6. No piggy-back riding or excessive roughness.
7. No sharp objects are to be carried.
8. “Touch” football only.
9. Restroom use with permission of monitor.
10. Avoid classroom areas which are in session.
11. Do not enter private property without permission.

#### **VI. MEDICATION/DRUG POLICY:**

The Coldwater Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend Coldwater Elementary School. The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, nonprescribed drugs, look-alike drugs, or any mind-altering substances while on school grounds or facilities; at school-sponsored events; or in other situations under the authority of the District or in School owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco, and tobacco products, herbal remedies, and drug paraphernalia.

#### **\*\*OVER-THE-COUNTER DRUGS AND PRESCRIBED MEDICATIONS:**

The Board also recognizes that prescription drugs and over-the-counter medications are sometimes needed in order for students to attend school regularly. The following applies for those students with over-the-counter drugs and prescription medications.

Students in the Elementary are required to bring over-the-counter medications or prescribed medications to the office with the proper documentation required upon their arrival at school. These medications must be in the original package/container. Over-the-counter medications and prescription medications must be managed in the Elementary Office and administered by the School Nurse, or the Principal, Elementary Secretary, or other designee. **In the case of inhalers, the medication can be carried by the student at all times, but a doctor’s order requiring such will be on file in the school office. The student must also understand and accept the responsibilities associated with carrying such medication on their person. Permission forms to administer prescription medication can be picked up in the office.**

Students in violation of the above Medication and Drug Policy will face disciplinary action.

#### **\*\*CONTACT LENSES:**

All students who wear contact lenses should bring their own lens solution to school. This will prevent cross-contamination and possible eye infections from using someone else’s

solution. Students should also have a contact lens case at school in case they need to remove their lenses.

File: JHC-R

### STUDENT HEALTH SERVICES PEDICULOSIS (HEAD LICE) REGULATION

The Board recognizes that pediculosis (head lice) is a nuisance health issue. It is spread by either direct contact (head to head contact) or indirect contact (head to infested clothing, hats, upholstery, etc.) Because of the risk of passing head lice, Coldwater Schools has a “No-Nit” requirement for students to attend school.

Upon discovery of the presence of head lice on a student or staff member, that student or staff member will be excluded from school and school events until it is determined that the individual was treated with a lice-killing solution and all nits have been successfully removed from the individual. Re-entry of the student or staff member to school will be allowed only after the individual is examined by the school nurse or another trained individual and it is determined that there are no live lice or visible nits. Exclusion from school and school events will be enforced until treatment is verified and all nits are verified as being removed.

As recommended by the National Pediculosis Association, treatment includes the use of a lice-killing solution on the head, removal of nits from the infected head, and treatment/clean-up of clothing, coats, and the home environment. It is anticipated that such treatment will normally take up to twenty-four (24) to forty-eight (48) hours to complete. In the case of multiple family members needing treatment or if the infestation is particularly severe, such treatment may normally take up to seventy-two (72) hours to complete.

Students or staff members will be expected to return nit-free during that time frame unless they produce written documentation from a health care provider advising that more time is needed to be deemed nit free. In that event, the health care provider will be asked to present a plan for return to school.

[Adoption Date: July 29, 2003]