

# Washington Primary Parent-Student Handbook



## 2018-2019

Doors open 8:30 A.M.  
Tardy Bell 9:00 A.M.  
Dismissal 3:35 P.M.  
Office Hours are 8:00-4:00  
Office Phone Number is 773-8472  
Office Fax Number is 778-2992  
School Website is [www.piqua.org](http://www.piqua.org)

It is our pleasure to welcome you to another school year at Washington Primary School. The entire staff has worked hard to prepare for another great year of learning! We look forward to working with you and your child and trust that you will find Washington Primary School an excellent place to learn and grow.

The purpose of this handbook is to provide parents and students with general information, academic information, and the rules and regulations for Washington Primary School. Washington parents and students should reference the handbook when you have a question or concern regarding school policy. We hope that the information in this handbook will be helpful in answering questions that you might have about your child's school day. Please contact us at 773-8472 if you have any additional questions.

This handbook also contains many Board of Education Policies that we are required to share with parents each year. Please note – not all required Annual Notice Policies are listed in this handbook. To view a list of these policies, please visit [www.piqua.org](http://www.piqua.org).

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with your school-age children.

Thank you for taking the time to become familiar with the important information in this Handbook. Making certain that you and your child are familiar with school procedures will help to ensure a positive relationship between home and school.

We are looking forward to a great school year!

The Washington Primary Staff

**STAFF CONTACT INFORMATION:**

Position	Name	Email address	Phone extension
Principal	Mrs. Trogdlon	trogdlont@piqua.org	5011
Assistant Principal	Mrs. Pence	pences@piqua.org	5012
Secretary	Mrs. Berkemeier	berkemeiers@piqua.org	5001
	Mrs. Wilges	wilgesj@piqua.org	5002
Kindergarten	Ms. Green	greenj@piqua.org	5122
Teachers	Mrs. Krouskop-Smith	krouskopk@piqua.org	5115
	Mrs. Patrizio	patrizios@piqua.org	5116
	Mrs. Robbins	robbinsb@piqua.org	5121
	Ms. Didier	didierk@piqua.org	5118
	Ms. Wehrman	wehrman@piqua.org	5117
First Grade	Mrs. Drake	drakes@piqua.org	5108
Teachers	Mrs. Hammergren	hammergrenb@piqua.org	5112
	Ms. Sarver	sarverk@piqua.org	5110
	Mrs. Kline	klinej@piqua.org	5111
	Mrs. Duer	duerl@piqua.org	5109
	Mrs. Wynne	wynnep@piqua.org	5113
Second Grade	Mrs. Arp	arpt@piqua.org	5215
Teachers	Mrs. Bernard	bernardm@piqua.org	5219
	Mrs. Ferree	ferreem@piqua.org	5218
	Mrs. Mohr	mohrm@piqua.org	5214
	Mrs. Peck	peckj@piqua.org	5216
	Mrs. Penrod	penrodl@piqua.org	5217
Third Grade	Mrs. Davis	davish@piqua.org	5205
Teachers	Mrs. Buschur	buschura@piqua.org	5206
	Mrs. Leininger	leiningerl@piqua.org	5207
	Mrs. Manson	mansona@piqua.org	5206
	Mrs. Smith	smithl@piqua.org	5203
	Mrs. Zimpfer	zimpferc@piqua.org	5208
Intervention	Mrs. Westerheide	westerheidel@piqua.org	5213
Teachers	Mrs. Rohrbach	rohrbachs@piqua.org	5210
	Mrs. Koon	koonc@piqua.org	5212
	Mrs. Tabler	tablerl@piqua.org	5209
	Ms. Suman	sumant@piqua.org	5210
	Mrs. Zimmerman	zimmermant@piqua.org	5209
	Mrs. Stephenson	stephensonk@piqua.org	5212
			5213
Support Staff			
Music	Mrs. George	georgep@piqua.org	5030
Art	Mrs. Reed	reedj@piqua.org	5060

Phys. Ed.	Mrs. Peeples	peeplesh@piqua.org	5050
Gifted	Mrs. Dillion	dilliond@piqua.org	5213
Speech Therapist	Mrs. Fletcher	fletcherj@piqua.org	5020
School Nurse	Mrs. Drees	dreesc@piqua.org	5025
Counselor	Mrs. Oldiges	oldigesm@piqua.org	5114
Librarian	Mrs. Vosler	voslera@piqua.org	5080
Librarian	Mrs. Stewart	stewartk@piqua.org	5081
Literacy Coach	Ms. Watts	wattst@piqua.org	5015
Psychologist	Mrs. Bonifas	bonifasm@piqua.org	5010
Kitchen	Ms. Hughes	hughesj@piqua.org	5090
Custodian	Mr. Jones	jonesr@piqua.org	5070

## PICKING UP AND DROPPING OFF STUDENTS

For the safety of all of our students please follow the guidelines outlined below. If you have other family members or friends pick up or drop off students at Washington Primary, please advise them of the guidelines as well. Thank you!

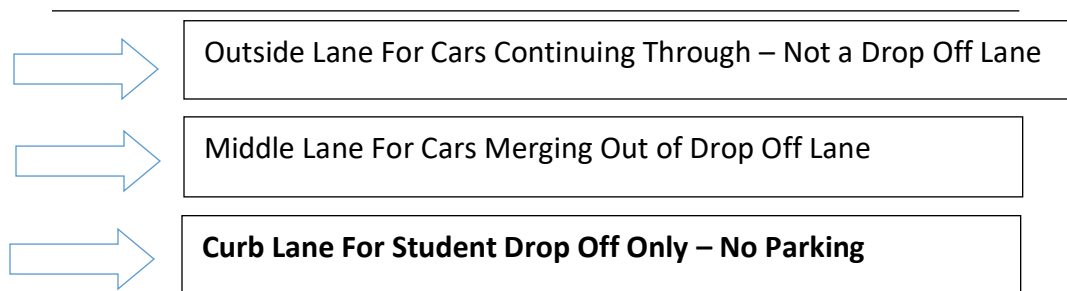
In the morning, we ask that students be dropped off at the main entrance. We ask that students be dropped off starting at 8:30 AM. **When dropping students off, pull up along the curb at the main entrance** and beginning dropping off students at stars marked on the diagram. **DO NOT DROP OFF STUDENTS IN THE MIDDLE OR OUTSIDE LANES OF DRIVEWAY.** We need to get as many cars in this line as possible. Please have your child ready to be dropped off to make this process as quick as possible. We ask that you do not block the crosswalk from the parking lot to the building. When pulling away from the building, please be cautious of cars and people coming into the parking area. When leaving the parking lot, the right lane is for cars turning right onto Sunset Drive and the left lane is for cars turning left onto Sunset.

In the afternoon, we request that parents of Kindergarten and 1st grade students pick up at the main entrance off Sunset Drive. Please begin the Pick Up Line at the stars marked on the diagram. **We ask parents to remain in their vehicles.** If traffic is backing up onto Sunset, please circle around behind the school on E. Parkway and enter Sunset from E. Parkway. In order to fit all cars into the pickup line, **we ask that cars park along the curb and along the median** to allow for a middle to be used to exit the pickup area.

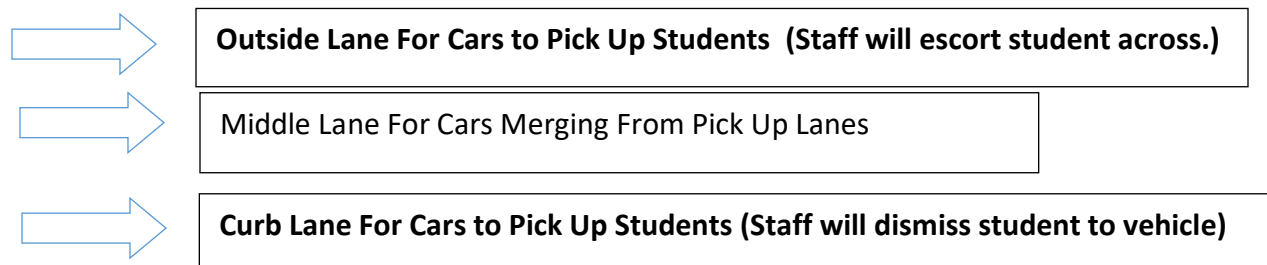
**Parents of 2nd and 3rd grade students will pick up at the south entrance on Park Avenue.** You may line up in the parking spaces marked along the sidewalk. If a child needs to cross the street, your child will need to use the designated crosswalks. If you have students in both age groups you only need to make one stop and may pick them up at the main entrance (K-1 group).

The lot in the back of building is for bus transportation before and after school, please do not use this lot to drop off and pick up students.

### MORNING DROP OFF PROCEDURES IN FRONT OF WASHINGTON PRIMARY



### AFTERNOON PICK UP PROCEDURES IN FRONT OF WASHINGTON PRIMARY FOR K-1 STUDENTS





**Piqua City Schools**  
2018-2019  
School Calendar



First Day For Students	August 14	Tuesday
Two-Hour Early Dismissal - Teacher Student Growth Measure Analysis	August 31	Friday
Labor Day/District Closed	September 3	Monday
Two-Hour Early Dismissal - Teacher Professional Development	September 26	Wednesday
End of 1st Grading Period	October 12	Friday
Two-Hour Early Dismissal - Parent/Teacher Conferences (by appt.)	October 17	Wednesday
Parent/Teacher Conferences (by appt.)	October 18	Thursday
Parent/Teacher Conferences Day - No Classes	October 19	Friday
Two-Hour Early Dismissal - Teacher Professional Development	October 31	Wednesday
Thanksgiving Break Begins - No Classes	November 21	Wednesday
Thanksgiving Break Ends - Classes Resume	November 26	Monday
Two-Hour Early Dismissal - Teacher Professional Development	November 28	Wednesday
End of 2nd Grading Period	December 21	Friday
Holiday Break Begins/District Closed	December 24	Monday
Holiday Break Ends - Classes Resume	January 7	Monday
Martin Luther King Day/District Closed	January 21	Monday
Two-Hour Early Dismissal - Parent/Teacher Conferences (by appt.)	February 13	Wednesday
Parent/Teacher Conferences (by appt.)	February 14	Thursday
Parent/Teacher Conferences Day - No Classes	February 15	Friday
President's Day/District Closed	February 18	Monday
End of 3rd Grading Period	March 8	Friday
Spring Break Begins - No Classes	March 25	Monday
Spring Break Ends, Classes Resume	April 1	Monday
Kindergarten Registration at Washington Primary for 19-20 school year*	April 6	Saturday
Kindergarten Registration at Springcreek Primary for 19-20 school year*	April 13	Saturday
Two-Hour Early Dismissal - Teacher Student Growth Measure Analysis	April 18	Thursday
Good Friday/District Closed	April 19	Friday
Kindergarten Registration at Washington Primary for 19-20 school year*	April 23	Tuesday
Kindergarten Registration at Springcreek Primary for 19-20 school year*	April 25	Thursday
End of 4th Grading Period - Students' Last Day - 2 hour early release - <b>Class of 2019 Graduation Day</b>	May 24	Friday
Memorial Day/District Closed	May 27	Monday
Make Up Days:	May 28-June 3	
Kindergarten Registration at Springcreek & Washington for 19-20 school year*	June 4	Tuesday
Fourth of July/District Closed	July 4	Thursday

\* Kindergarten registration dates are by appt. Please call Springcreek 773-6540 or Washington 773-8472 to set an appt. for your child.  
\* Students must be 5 years of age by August 1, 2019 to register for kindergarten for the 2019-2020 school year.

## FORWARD/MISSION:

This Parent/Student Handbook was developed to answer many of the commonly asked questions that students or parents may have during the school year and to provide information about certain Board policies and procedures. Please take time to become familiar with the information contained in the Handbook and keep the Handbook available for frequent reference. This Handbook replaces all prior Handbooks and other written material on the same subjects. This Handbook should reflect the current status of the Board's policies and school rules for the 2018-2019 school year. If any of the policies or administrative referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the most current Board policies and administrative guidelines are available from the building principal or on the District's web site, [www.piqua.org](http://www.piqua.org).



# The ABC's of school...

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## **A is for:**

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### **ADVERTISING OUTSIDE ACTIVITIES**

Students, parents or organizations may not post announcements or advertisements for outside activities without receiving prior approval from the Superintendent. Call the board office for details 773-4321.

### **ATTENDANCE** (See Board Policy 5200)

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with his or her future.

### **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. The student was enrolled in another school district
- B. The student was excused from attendance in accordance with R. C 3321.04 or
- C. The student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences

- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

#### **EXCUSED ABSENCES**

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
  - B. illness in the family necessitating the presence of the child
  - C. quarantine of the home
  - D. death in the family
  - E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
  - F. observation or celebration of a bona fide religious holiday
  - G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- Any classroom assignment missed due to the absence shall be completed by the student.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The following are some guidelines to use for deciding whether your child should be called in and excused from school:

- Vomiting or diarrhea within the last 24 hours
- Active head lice (one day excused absence for treatment)
- Strep throat – until 24 hours of treatment (or a doctor’s note)
- Scabies – until 24 hours of treatment (or a doctor’s note)
- Pink eye – until 24 hours of treatment (or a doctor’s note)
- Chicken pox – until all pox are scabbed over and dry
- A severe cold with constant sneezing and/or persistent cough
- Impetigo – open, seeping sores around the mouth or nose, until 24 hours treatment (or a doctor’s note)
- A rash accompanied by other symptoms such as sore throat, temperature, and or swollen or tender glands

#### **UNEXCUSED ABSENCES**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. (See Truancy on page 11)

#### **NOTIFICATION OF ABSENCE**

If a student will be absent, the parents must notify the School at **773-8472** between **8:00 AM and 9:30 AM** and provide an explanation. If prior contact is not possible, the parents should provide a written note as soon as possible after the student’s absence. When no excuse is provided, your child will be documented with an unexcused absence. If the offered excuse for a student’s absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student’s attendance. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. We will make contact with you if your child is not in school and is not excused that day. Students arriving after 9:00 will be documented as tardy.

#### **HOMEBOUND INSTRUCTION**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student’s condition from a physician. For more information, please contact the principal.

#### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The parent or student should contact the school or your child’s teacher as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of

excused days of absence. If a student misses a teacher's test due to an excused absence, arrangements will be made with the teacher to take the test at another time. If a student misses a State mandated assessment test or standardized test, the child will be able to make up the test as long as it is within the testing window.

### **TARDINESS**

A student who is not in his or her classroom by 9:00 AM shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

### **VACATIONS DURING THE SCHOOL YEAR**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal prior to the trip to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **LATE ARRIVAL AND EARLY DISMISSAL (See Board Policy 5230)**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator. Each building administrator shall establish procedures for early dismissal of students in his/her building.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## **B is for:**

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### **BEHAVIOR EXPECTATIONS**

#### **HAVING PIQUA PRIDE**

Washington Primary's expectations for behavior are built on a positive approach that we have Piqua Pride that is Community Wide. Our Piqua Pride is that all students are **RESPECTFUL, RESPONSIBLE, and KIND.**

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

Washington Primary builds on a safe and positive learning environment for students and staff through the implementation of Positive Behavior Interventions and Supports (PBIS). PBIS is a data-driven, pro-active system approach for establishing the behavioral supports and social environment needed for all students to achieve social, emotional, and academic success. The school-wide system helps improve consistency in expected behaviors, resulting in the students being ready and prepared to learn.

The building's behavioral expectations are taught, reviewed, and reinforced throughout the school year.

Universal reinforcements and building-wide celebrations are planned to recognize students' efforts and the demonstration of RESPECTFUL, RESPONSIBLE, and KIND behaviors. Students will be given cards or tickets as positive incentives for displaying expected behaviors. Building-wide celebrations will be planned for when students reach the goal. Classroom behavior management plans are aligned with the building's PBIS goals and expectations.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION** (See Board Policy 5630.01)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

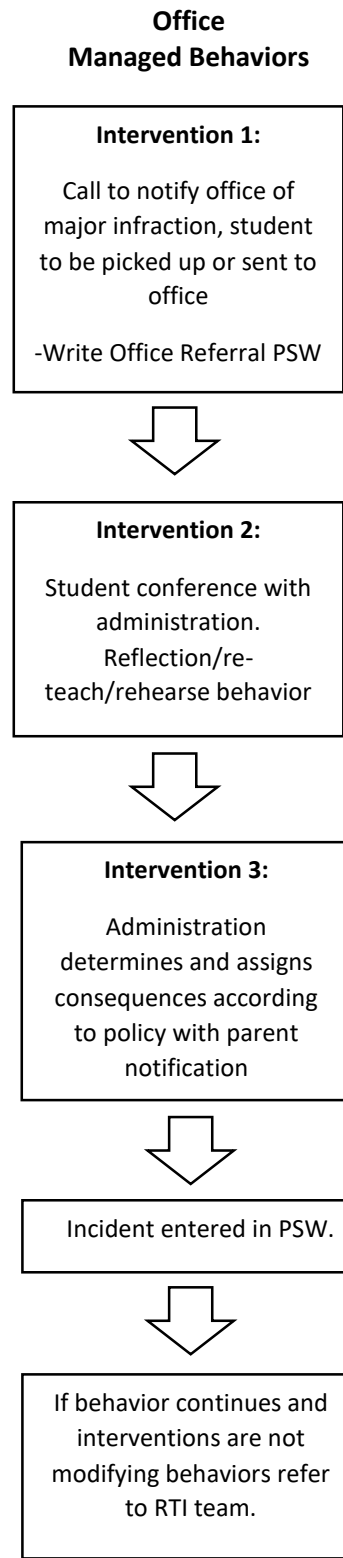
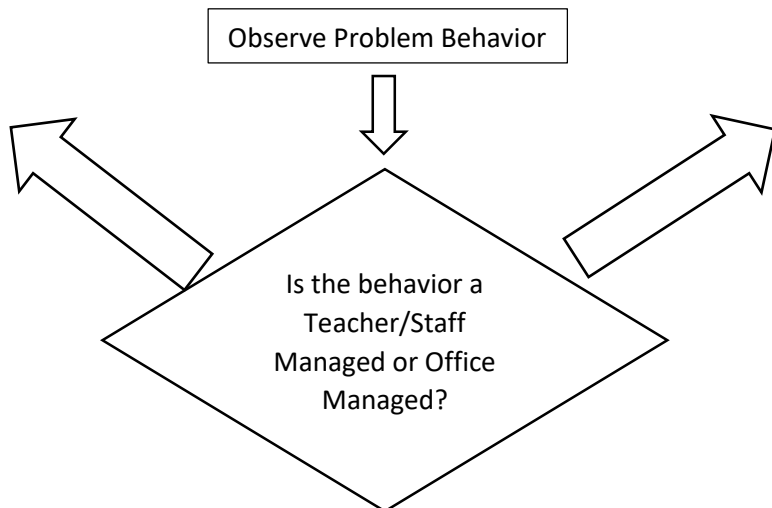
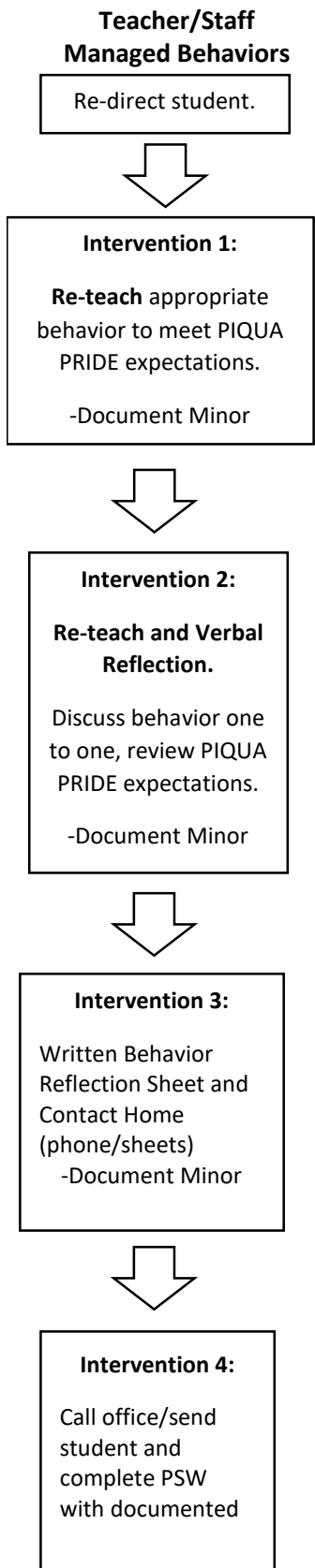
Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

**Washington Primary School  
Behavior Flow Chart**



Teacher/Staff Managed Problem Behaviors	Office Managed Problem Behaviors
Inappropriate language -Name Calling	Abusive language -Racial taunting
Physical contact (reaction) -Wrestling with another student -pushing/shoving/kicking -biting (w/no marks)	Fighting/physical aggression (intent) -kicking, hitting, pushing, shoving, biting, etc. w/intent to do harm
Disrespect -Talking back	Leaving School Grounds w/out permission
Defiance -Not completing class work -Not following directions/non compliance	Threat or intimidation/Bullying -Verbal threats of aggression against another person
Observable behavior -running in hallway -poor line behavior -throwing food	Vandalism of personal/school property
Disruptive -tattling -distracting other students	Weapons/Dangerous Items -Knives, bullets, lighters, matches, etc.
Property misuse -"snooping" in other's desk or bags	Lying/cheating -Forgery
Dress code violation -Inappropriate language on clothing	Harassment -Obscene gestures/taunting -Inappropriate touching
Stealing -petty theft=w/little or no value	Theft -major theft=items of high value

Every day starts with a clean slate.  
Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat changes, etc)

Teachers are encouraged to use preventative strategies to prevent student misbehavior.  
Office managed problem behaviors will be dealt with individually and appropriate consequence will be handle by the administration.

## **BICYCLES**

Bicycles must be parked in the bike rack located at the front of the school. Students are not permitted to borrow or ride a bike that is not theirs. The school cannot be responsible for bicycles but will endeavor to safeguard them. We recommend all bikes be locked up for security reasons. Students must follow the rules for safe biking and make sure bikes are in good working condition. **In order to ensure the safety of all students, bikes must be walked on school grounds.**

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR** (See Board policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while in route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once** and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (can include but not limited to internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.



Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action. Bullying can be reported through the Piqua City Schools web site or reported to any staff member.

## **BUSINESS PARTNERS**

Local business partners work with the school in order to provide many unique and exciting activities for your child. They are active supporters of Washington Primary. We welcome Unity Bank and Miami Valley Steele as our business partners and thank them for the financial and volunteer support they provide.

## **C is for:**

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**CAFETERIA** (See Board policy 8500, 8531)

### **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are served each school day. Breakfast is served between 8:30-8:50 AM daily. On any morning that school is delayed, the following breakfast schedule will be observed: 1-hour delay – breakfast served 9:30-9:50 AM. **2-hour and 3-hour delay – no breakfast served.** Students with lunch charges will not be allowed to eat breakfast at school.

The cost of a student breakfast is \$0.95 per day. **There will be no breakfast charges allowed.** The cost of a student lunch is \$2.05 per day. Reduced price lunch is \$0.40. The cost of milk is \$0.50. Students may deposit money in their lunch accounts with the cafeteria cashier between 8:30 and 8:50 AM each day.

Our lunch accounts are a debit system not a credit system. Piqua City Schools will not allow charges. Students are also are not permitted to charge ala carte items. Piqua City Schools reserve the right to serve an alternative lunch to your child if money is not in their meal account or if the child does not present cash to the cashier. That alternative lunch will still be charged against the student's lunch account.

Application for the District's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form, and believes that s/he is eligible, please contact Washington Primary's office.

A child who is going home for lunch must be signed out by a parent in the school office. If a parent(s) is eating lunch with their child, the parent(s) need to report to the office first. Also, parents may purchase a school lunch or pack a nutritious lunch from home. **Fast food items will not be allowed in the cafeteria.** The cost of an adult lunch is \$2.75. If a parent/guardian/grandparent is eating lunch with their child we ask that they only eat lunch and not participate in recess.

### **CAFETERIA RULES**

1. Show respect to others and their property.
2. Follow directions of teachers on duty – the first time they are given.
3. Talk in a normal voice; no loud talking or noises.
4. Use good manners. Say "Please" and "Thank you."
5. Do not change seats; do not trade food.
6. Leave your seating area clean.
7. Put all trash and silverware in proper containers.
8. Wait until you are dismissed from your table.
9. All food must be eaten in the cafeteria.
10. Carbonated beverages and meals from fast food restaurants are not permitted

## **CHANGE OF ADDRESS**

If your address or personal contact information changes at any time, please be sure to update your One View Account and notify the office immediately. If this creates a need to change transportation you need to notify the transportation department at the Piqua Board of Education. A change of address may result in the need to change between primary buildings within the district, depending upon where you move in the city of Piqua.

## **COMMUNICABLE DISEASES** (See Board policy 8450, 8453)

### **ADMINISTRATIVE GUIDELINES FOR CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

I. The school or building nurse will be consulted when a communicable disease is suspected. If school or building nurse is not available, discretion will be left to building administrator. School or building nurse, or building administrator will determine if further professional medical evaluation is needed for suspected communicable disease.

II. Training of non-medical personnel, on common communicable diseases, shall be conducted by building or school nurse. Ohio Department of Health Communicable Disease Chart shall be posted in all school health clinics for reference.

III. District will follow Ohio Department of Health recommendations for exclusion for students with communicable diseases.

A. School or building nurse will give parent/guardian/responsible adult a Communicable Disease Form when ill student is sent home. Form will include instructions on student's exclusion period, required documentation from a health professional if applicable, and instructions on re-admittance to school.  
(See Communicable Disease Form)

### **Communicable Disease Form**

\_\_\_ Scabies – Must be evaluated by doctor/nurse practitioner and complete prescribed treatment before return to school. Student may return to school 24 hours after application of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Impetigo – Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before return to school. Student may return to school when lesions are dry, there is no seeping, and 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Pink Eye (Conjunctivitis) – Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before return to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Vomiting, Diarrhea (Acute Gastroenteritis) – must be diarrhea/vomiting free for 24 hours, without the aid of medication, before returning to school.

\_\_\_ Fever of unknown origin – must be fever free, without the aid of Tylenol or Motrin, for 24 hours before returning to school.

\_\_\_ Lice (pediculosis) – must have completed treatment of hair, personal belongings, and home items before returning. The student must be brought into school by a parent or adult (not bus), to have their hair checked. The school or building nurse, or another designated staff member, will verify that there is no live lice present before student is re-admitted to school.

\_\_\_ Strep Throat - Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before return to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

\_\_\_ Ring Worm – May return to school after treatment with an antifungal has begun. Lesions must be covered with bandaid or clothing, when possible.

\_\_\_ MRSA - Must be evaluated by doctor/nurse practitioner and have initiated prescribed treatment before return to school. Student may return to school 24 hours after 1<sup>st</sup> dose of prescribed treatment and wound must be covered with bandage until fully healed or drainage has stopped. Note or record of doctor/clinic visit must be presented upon return to verify diagnosis and treatment.

### **CONTROL OF BLOOD-BORNE PATHOGENS** (See Board Policy 8453.02)

The Board of Education seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

In order to reduce the risk of students being exposed to blood-borne pathogens, the Superintendent shall implement guidelines which will:

- A. Identify potential situations where students may be exposed to blood and other infectious materials;
- B. Require proper training for staff in the universal precautions against staff or student exposure to blood-borne pathogens;
- C. Establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of student exposure;
- D. Provide for record-keeping of all of the above.

### **COMPUTERS AND NETWORKS** (See Board Policy 7540)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system. However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually (See also, Policy 7540.03). The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide

guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner. Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying. Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal. However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy. The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent. The Superintendent shall review the DTP and report, recommend the approval of any changes, amendments or revisions to the Board annually.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users.
- D. Students may not use the Network to engage in "hacking" or other illegal activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes and advertising is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupts the school environment or interferes with the learning process will be considered a violation of the Student Code of Conduct.
- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - a. Be polite, courteous, and respectful in messages to others
  - b. Do not engage in personal attacks
  - c. Do not harass another person
  - d. Do not post information that could cause damage or cause a dangerous disruption
  - e. Never reveal names, addresses, phone numbers or passwords of yourself or others
  - f. Do not transmit pictures or other information that could establish your identity without prior approval
  - g. Never agree to get together with someone you "meet" on-line without parent approval and participation
  - h. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- I. Downloading information onto the Board's hard drives is prohibited, without prior approval from teacher or administrator.
- J. Privacy in communication over the Internet and the Network is not guaranteed.
- K. File-sharing is strictly prohibited
- L. Game playing is not permitted at any time.

All students / parents will be held accountable for any unnecessary abuse to school technology. Parents will be billed for the cost to make any repairs to damaged school property.

## **CONFERENCES**

Grade cards are issued four times a year at the conclusion of each nine-weeks grading period. In addition, interim progress reports will be sent home with students halfway through 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Parent-teacher conferences are scheduled during the first semester. Additional conferences will also take place during the second semester. Please mark your calendars to attend these important conferences to review your child's progress. Information regarding conferences will be distributed before conferences and appointment schedules sent home with students. Additional conferences will be scheduled based upon parent or teacher needs. If you wish to schedule a conference with your child's teacher at any time during the school year please feel free to contact the teacher at school by note or by calling 773-8472.

## **CONTINUOUS IMPROVEMENT PLANS**

Each building in our district is required by state law to have a Continuous Improvement Plan and from that plan develop a yearly action plan. Goals will be developed with staff and parent input. You will receive information about the specific goals in the fall.

Part of the continuous improvement efforts always include a parent involvement goal. What can you do to help!!!

- Please plan to attend parent meetings/family nights that will be scheduled throughout the year to provide you with activities, ideas, and methods for working with your child and our staff to provide the best possible education for your child.
- Check your child's book bag and folder DAILY.
- Communicate DAILY with your child.
- Set aside time DAILY for a family reading time.
- Set aside a regular time DAILY to do homework. We realize how hard this is, but if you stress about the importance of homework time, and try not to let other things interfere, you are sending a strong message to your child that you think school is very important!

## **D is for:**

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### **DIRECTORY INFORMATION** (See Board policy 8330)

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior

consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **DISCIPLINE** (See Board policy 5600, 5605, 5610)

Creating a safe and comfortable environment for our students is of ultimate importance to each of us. Proper student behavior in the classroom, halls, assemblies, playground, field trips and on school transportation is our goal. All school guidelines and policies will be in compliance with the Board of Education adopted policy. Rules will be clearly defined and explained to each student by their classroom teacher. Classroom teachers will assume the primary responsibility for discipline in the classroom and will devise their own discipline systems. Assistance will be provided by the principal when needed. In some cases, a student can be suspended from school transportation for infractions of school bus rules. A cooperative effort between home and school is the best way to address any problems that may occur.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed below will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the School. It includes:

- Writing Assignments
- Change of seating location
- Detentions (before school, recess, or after school)
- In-school discipline

### **Detentions**

A student may be detained after school or asked to come to school early, after giving the student and his/her parents at least one day's notice. The parents are responsible for the transportation. Detentions at recess can be given the day of, where the child loses part or all of recess.

### In-school Discipline

A student assigned to an in-school discipline will have the educational materials that their class is working on during the time of discipline. The student will work quietly away from their peers during the school day or for part of the school day. Students will be expected to complete work and still follow the school rules. Students will be allowed breaks to use the restroom, lunch, etc.

### **FORMAL DISCIPLINE**

Formal discipline involves the removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time, if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School's jurisdiction, he or she may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS** (See Board policy 5611)

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given the opportunity to explain his/her view of the underlying facts. After the informal hearing, the Principal, Assistant Principal, or other Administrator, will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process of the appeal.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any



removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for the removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject of an out of school suspension, the student will have the opportunity to appear at an informal hearing before an administrator and may challenge the reasons for the removal or otherwise explain his or her actions.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reason for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled after the notice is given. Parents may request an extension or time for the hearing.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A), and, where applicable, the Americans with Disabilities Act (A.D.A), and/or Section 504 of the Rehabilitation Act of 1973.

### **STUDENT CONDUCT** (See Board policy 5500)

A major component of the educational program at Washington Primary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **EXPECTED BEHAVIORS:**

Students are expected to:

- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

### **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class; and

All students in the class the opportunity to learn

## **DRESS AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students and parents should consider the following questions when dressing for school:

Does clothing expose too much? - No

Does my clothing advertise something that is prohibited to minors? -No

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? – No

Am I dressed appropriately for the weather? – Yes

Do I feel comfortable with my appearance? – Yes

The following styles or manners of dress are prohibited:

- Clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability
- Promote alcohol or drug use or violence
- Clothing that is otherwise contrary to the school's educational mission.
- Students shall not wear hats in the district buildings except for a medical or religious purpose. There will be selected days at school when students will be permitted to wear hats as part of a 'spirit day.'
- Brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops with spaghetti straps, halter tops, strapless garments. Garments that are 'see-through,' cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- Skirts must not be shorter than three inches above the knee.
- Undergarments must not be visible. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Open toed shoes. **Students shall have their feet covered entirely with a form of shoe when in school.** Open toed shoes make it difficult to participate fully in Physical Education classes and provide opportunities to hurt toes or other parts of the feet while running and playing on the pavement/play surfaces and enjoying the equipment at recess.

The Washington Primary staff appreciates the cooperation of parents in helping children select appropriate clothing to wear to school. It is our intent that a dress code should provide comfort for students and at the same time enable us to maintain a pleasant, respectable learning environment at our school. The school office will notify parents if inappropriate clothing is worn to school to ask for a new outfit.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Students who are representing the school and district at an official function or public event may be required to follow specific dress requirements.

### **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Fighting
2. Insubordination/failure to follow reasonable direction
3. Violent conduct
4. Aggressive behavior and/or harassment
5. Refusing to accept discipline
6. Violation of individual school/classroom rules
7. Violation of bus rules
8. Possession/use of drugs and/or alcohol
9. Possession/use of tobacco
10. Use and/or possession of a firearm
11. Use and/or possession of a weapon
12. Use of an object as a weapon
13. Knowledge of dangerous weapons or threats of violence – Because students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
14. Arson
15. Physically assaulting a staff member/student/person associated with the District
16. Verbally threatening (either orally, in writing, or otherwise expressed) a staff member/student/person associated with the District
17. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs
18. Misconduct off school grounds when connected to a school activity
19. Extortion
20. Gambling
21. Falsifying information/forgery
22. Bomb threats and other false alarms and reports including fire alarms or 911 calls
23. Trespassing
24. Stealing/possession of stolen goods
25. Vandalism – damaging property
26. Persistent absence or tardiness
27. Unauthorized use of school or private property
28. Aiding or abetting violation of school rules – assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior
29. Interference, disruption or obstruction of the educational process
30. Burglary
31. Lighting incendiary devices – igniting matches, lighters or other devices that produce flames

- 32. Possession/use of fireworks or other explosives
- 33. Possession of pornography

**DRILLS –FIRE, TORNADO, AND SAFETY**

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. The School conducts tornado drills during tornado season following procedures prescribed by the State. Three (3) safety drills will be conducted per year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. Fire drills will be held according to state law.

**DRUG PREVENTION** (see Board Policy 5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a "look-alike" to any of the above.
- G. a student who represents himself/herself as having possession of drugs/paraphernalia

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes. The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. may provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
  - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
  - 4. promotes positive emotional health, self-esteem, and respect for one's body;
  - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;

- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;  
The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a periodic review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. may provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy **5771** and AG **5771**, Suspension and Expulsion Policy **5610** and AG **5610**, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

**DUE PROCESS** (See Board Policy 5611)

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

**A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;

- b. Board Treasurer;
  - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

**Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

**Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

While a hearing before the Board may occur in executive session, the Board must act in public.

**Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

**C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

**D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

**E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

**E is for:**

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**EMERGENCY MEDICAL AUTHORIZATION** (See Board Policy 5341)

State law requires that a parent or guardian complete an Emergency Medical Authorization form each year. This form is part of the Parent Authorization Form, which is to be completed through our One View computer program. This is completed on-line, however if you do not have access to the internet, you may come to your child's building to complete. It is very important that this be updated immediately if any changes occur during the school year, so we can assist your child if there is an emergency.

**EMERGENCY SITUATIONS AND RELEASING STUDENTS FROM SCHOOL**

Permission for a student to leave when school is in session will require approval by the principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent or guardian's written permission. When a request originates from a person other than the parent or guardian, the school official in authority will contact the parent or guardian to obtain permission. The policy is in accordance with Ohio Revised Code, ORC 3313.20. If a child is being picked up from school early, (s)he must be signed out in the office. No child will be released from the building

without a signature from the adult picking the student up. The office reserves the right to ask the adult for proper identification before releasing a child from school grounds.

1. At the beginning of each school year, parents are to complete and return the Parent Authorization Form to the school indicating the name of the custodial parent. Parents are to notify the school of any changes in custody during the course of the current school year.
2. If there is a divorce between the natural parents, a copy of the divorce decree, which states whom has custody of the child, must be provided to the school.
3. The legal guardians of K-12 students must notify the school in writing if a person other than the legal guardian is picking up a child during the school day.
4. The legal guardians or designees of K-8 students must come into the school building to sign permission for student release.
5. In an emergency situation, legal guardians of K-8 students must notify the school by phone.

### **HAVE A BACK UP PLAN**

Parents are asked to plan ahead for student illnesses or emergencies. A child can become ill or injured at any point in the school day. It is very important that we are able to contact you or a relative to come to school to give the child proper care when it is needed. Please plan ahead now for such incidents by having reliable contacts on your child's emergency form and by alerting your employer that if the school calls you need to talk to us so we can relay important information to you. In the past, we have had relatives state they would not pick up a sick child or an employer request that we not call the work place. These situations compromise the proper care of your child and at times can create a bigger problem. For these reasons, we ask that all parents plan ahead for possible illnesses and injuries so we can assist your child with the best care. Please be sure to fill out your emergency form completely with reliable people. On the OneView electronic form, please be sure the box is check marked that states the person may pick up the child. Keeping the school office updated about changes that need to be made on the emergency form is important as well. We appreciate your help with this!

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Tony Lyons, Assistant Superintendent, Piqua, 937-773-4321.

Complaints will be investigated in accordance with the procedures described on page(s) 62 of this handbook.

Any student making a complaint or participating in a school investigation will be protected from retaliation.

The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **F is for:**

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**FEES** (See Board policy 6152)

The Board of Education may assess certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. Therefore, a fee for consumable materials and supplies used in the instructional program will be assessed. The Board shall annually adopt the fees schedule.



The Board will waive fees in accordance with Ohio Revised Code for students receiving qualifying forms of financial aid.

**Fees for all students in grades K-3 are \$20.00.** Parents are encouraged to make full payment as soon as possible. Weekly, monthly, or quarterly payments are accepted.

### **Fines**

When school property, equipment, or supplies are damaged, lost or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. These fines will be forwarded to the Treasurer and deposited in the Board's General Fund.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees collected by staff members of the District shall be deposited with the Treasurer within twenty-four (24) hours after collection.

In accordance with 3313.642 O.R.C., failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the collection of the fees, the Board authorizes the Treasurer/designee to take the student or the student's parents/guardian to Small Claims Court for collection.

Nothing in this policy restricts the right of access of a parent/guardian or student or a school district enrolling the student to school records or to receive copies of such records, as required by Federal and State Laws.

School fees can be paid at school with cash or check (made out to Piqua City Schools) or credit card at the office. Thank you in advance for paying your child's school fees on time.

### **FIELD TRIPS** (See Board policy 2340)

Field trips are academic activities that are held off of school grounds. No minor student may participate in any school sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

### **FOLDERS**

Each Washington Primary student will receive a take-home folder to be used for the purpose of transporting work samples, notes, homework, etc. between home and school. With the proper care, it is expected that this folder will last through the school year. If a folder is lost or damaged a replacement folder can be purchased at school for \$1.00.

## **G is for:**

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### **GOALS**

Each year the staff reviews data and develops goals as part of our Continuous Improvement and Title I plan. Parents are welcome to give input on these goals. The goals will be developed and posted on the school web page and communicated to parents through various newsletters, projects, and activities.

## **H is for:**

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### **HARRASSMENT**

**ANTI-HARRASSMENT** (See Board Policy 5517)

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**HEAD LICE/PEDICULOSIS** (See Board policy 8450.01)

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not readmitted until it is confirmed that the child is free of any nits. The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by the school nurse. The Board recognizes that control of communicable disease is essential to the well being of the school community and to the efficient operation of the schools. The policy of the District on communicable diseases shall be to seek and obtain the best pertinent medical information available as to such matters and to take such action as may be deemed necessary or proper.

In the case of head lice, it is the responsibility of the student's parents/guardians to treat active head lice and nits to prevent the spread of pediculosis. Parents/Guardians and the Piqua School District working together will follow this procedure:

- A. The child's parents will be notified.
- B. The parent will be asked to pick up the child and treat him/her with an appropriate shampoo and *completely remove all nits*. A pamphlet will be given to parents to assist with this process.
- C. The child will return to school that day or the next day to be examined for lice or nits. A parent must accompany the child into the school.
- D. If the child is lice free, (s)he will be permitted to stay in school. Should any active lice be found, the child will be sent home for further treatment. If nits are found, the child will be permitted to stay at school, but daily checks will continue until no nits or active lice are found. Parents should continue to treat at home.
- E. A student will be granted 1-day excused absence for the treatment of head lice/pediculosis.

The current educational program of the District in regard to communicable diseases shall be examined and revised on a regular basis, as necessary. This program shall continue to provide a plan for making information about communicable diseases available to students, staff members, and parents/guardians.

**What should you do if your child comes home with head lice or nits?**

- Check every member of the family.
- Use an effective head lice treatment – Be sure to follow the directions carefully.
- Remove all nits
- Wash clothes, coats, bed linen, pillows, and towels in HOT water.
- Clean stuffed animals and put them into a sealed bag for at least 10 days.
- Soak combs and brushes in hot water for at least 10 minutes
- Vacuum everywhere – even in the car.
- Talk to your child about not sharing hats, combs, brushes, etc... with other children.
- Talk to your baby sitter or your child's friends to be sure that they are aware that they, too, may have to deal with head lice.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students, Mindy Gearhardt, at 937-773-4321.

### **HOMEWORK POLICY**

Please see the Homework section of the Washington Primary Compact on page 59.

### **I is for:**

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### **ILLNESS OR INJURY AT SCHOOL**

Washington Primary is fortunate to have a full-time nurse servicing our students. If a student becomes injured or ill at school she/he is to notify the teacher. If the injuries/illness are minor, the student will be treated and may return to class. If medical attention is required, the office/school nurse will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the clinic. The nurse/office personnel will determine whether the student should remain in school or go home. No student will be released from school without proper parent permission.

### **IMMUNIZATIONS** (See Board policy 5320)

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **INTERROGATION OF STUDENTS** (See Board policy 5540)

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

Such agencies should investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning.

If the student is the subject of a child abuse/neglect investigation, the building administrator shall attempt to contact the parent prior to questioning, and s/he or a designated guidance counselor or teacher will remain in the room during questioning. If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator or a designated guidance counselor or teacher will remain in the room during questioning.

All attempts to notify the parents should be documented diligently.

When an authorized law enforcement officer or children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order.

### **INTERVENTION**

Our Intervention Specialist operates to serve children with academic, social, or behavioral problems that cannot be successfully dealt with at the classroom level. Parents are encouraged to be a part of the intervention process. If your child would be referred to the Response to Intervention Team, you will be notified.

### **INSTANT CONNECT ACCESS**

Instant Connect Access is an automated phone system that the Piqua City Schools uses to deliver group messages to parents. You will be asked to provide the primary number at which you will receive the automated messages. These messages can include early morning or evening calls informing parents of school delays or cancellations and information about important school events. Please notify the school's office to make any changes to your contact information.

**J is for:** \_\_\_\_\_

**K is for:** \_\_\_\_\_

### **KINDERGARTEN!**

#### **Immunizations (Board Policy 5320)**

A series of Immunizations are required for each child entering kindergarten.

Specifically, the requirements are:

4 DPT    Chicken Pox    3 Polio    MMR #1    MMR #2    Hepatitis B

Students eligible for kindergarten, students entering the seventh grade and students new to the school system must present written evidence of immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance. Students failing to complete such immunizations within 14 days after entering will not be permitted to return to school. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.

### **Registering a child in Kindergarten (Board Policy 5111)**

Every child who enters the District for the first time must provide the school with the following: the child's birth certificate, an immunization record which meets the state requirements in effect at the time of enrollment, a completed physical form, Court papers allocating parental rights and responsibilities, or custody if applicable, proof of residency and a photo identification.

Students who are entering kindergarten must comply as follows:

- Be five years of age prior to August 1st of that school year
- Present proof of a physical that was given within the last twelve months
- Be screened prior to the first day of November of the school year the pupil enrolls for vision, speech, hearing, health or medical problems and developmental problems.
- With all other requirements as listed in Board Policy.

Ohio law (Section 3321.01-3321.03) requires all children to successfully complete kindergarten before being admitted to first grade. The child must "demonstrate the social, emotional, and cognitive skills necessary for first grade."

Registration for the new school year is completed in April. Anyone missing the spring registration can call the school to find out when 'make up' sessions will be held.

### **Grandparents:**

If a new student resides with a grandparent and is the subject of a power of attorney designating the grandparent as the attorney in fact – or a caretaker authorization affidavit executed by the grandparent that provides the grandparent with the authority over the care, physical custody, control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition free basis. However, in addition to the above referenced documents that are required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

### **Transportation**

- Bus routes are based on a singular pickup and drop off point. **Students will not be left at a bus stop at which no adult is present to pick up the child.** If it appears no adult is at the bus stop, the student will be returned to school, or the Board of Education and the parents will be contacted and be responsible for picking up the child. You should be at the bus stop at least 5-10 minutes before the designated time –as pick and drop off times can vary from day to day.
- Bus transportation is a privilege. It can be withdrawn if a child or parent exhibits any behaviors which may put others at risk of serious harm.
- Any changes to a bus route, requires a 72-hour advance notice. Please contact the Board of Education or school office to make changes.
- All students being dropped off/picked up by an adult will enter through the doors at the main entrance

in front of building. At the end of the day, all parents, relatives and daycare providers are asked to remain outside the building in their vehicles until all children are dismissed and have exited the building.

## **L is for:**

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### **LIBRARY**

The school library is open daily for students to check out books. Please ask your child to take books home, as it is an important part of our reading program. Encourage your child to put all school library books in his/her book bags when they are finished reading for the night. Students will be charged for lost/damaged books if they are not returned in a reasonable length of time. Proper care of library books is the responsibility of the student. There are no overdue fines; however, if a library book is lost or damaged, the original cost of the book will be charged for replacement. Once a fee for a lost/damaged book is deposited, it cannot be returned if you should find the book at a later date. This is due to the fact that a new book will already be purchased to replace the lost book. If you plan to move we would greatly appreciate your help in safely returning all library books to the school before leaving. This will ensure that we have a good collection of books for our students to check out throughout the school year.

If the book is not found or paid for, the student will not receive a grade card and will not be permitted to purchase school photos or yearbooks. Library fees must be paid prior to the end of the school year.

### **LOCKERS AND LOCKER SEARCHES**

All lockers, desks, and school owned storage areas are the property of Piqua City Schools and are subject to random searches by authorized school personnel, law enforcement, or canine units.

### **LOST AND FOUND**

If your child has lost an item at school, we do have a "lost and found" table. To assist in reducing the chances that something belonging to your child will end up on that table, please put your child's name on all his/her personal belongings.

## **M is for:**

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### **MEDICAL**

#### **WHEN TO KEEP YOUR CHILD HOME**

The following is a list of *guidelines* for keeping your child home from school due to an illness.

- Vomiting or diarrhea within the last 24 hours.
- A temperature of 100 or higher.
- Active head lice or nits (24 hours will be excused for treatment).
- Strep throat...until after 24 hours of treatment (or a doctor's note).
- Scabies...until 24 hours of treatment (or a doctor's note).
- Pink eye...until 24 hours of treatment (or doctor's note).
- Chicken Pox... until all pox are scabbed over and dry.
- A severe cold with constant sneezing and/or persistent cough.

- Impetigo... open, seeping sores around the mouth and nose... until 24 hours of treatment (or doctor's note).
- A rash accompanied by other symptoms such as sore throat, temperature, and/or swollen or tender glands.

**AUTHORIZATION TO ADMINISTER MEDICATION** (Based on Board Policy 5330)

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. This form must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principals Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

**Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization **and** written permission from a licensed health professional authorized to prescribe medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated until written authorization is received from a licensed health care professional. However, the parent does have the choice to come into the school and administer the medication to the student.



Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **FORGING MEDICAL EXCUSES**

Forging or changing a medical note from a doctor's office or medical institution is a felony. Ohio Revised Code 2913.31 prohibits changing a medical excuse in any way – including dates. We reserve the right to confirm medical excuses that look suspicious of being changed or forged. Forged medical excuses will be reported to the Miami County Truancy Officer or Miami County Prosecutor for proper actions to be taken.

### **RELEASING STUDENTS FROM SCHOOL**

Permission for a student to leave when school is in session will require approval by the principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent or guardian's written permission. When a request originates from a person other than the parent or guardian, the school official in authority will contact the parent or guardian to obtain permission. The policy is in accordance with Ohio Revised Code, ORC 3313.20. If a child is being picked up from school early, (s)he must be signed out in the office. No child will be released from the building without a signature from the adult picking the student up. The office reserves the right to ask the adult for proper identification before releasing a child from school grounds.

1. At the beginning of each school year, parents are to complete and return the Parent Authorization Form to the school indicating the name of the custodial parent. Parents are to notify the school of any changes in custody during the course of the current school year.
2. If there is a divorce between the natural parents, a copy of the divorce decree, which states whom has custody of the child, must be provided to the school.
3. The legal guardians of K-12 students must notify the school in writing if a person other than the legal guardian is picking up a child during the school day.
4. The legal guardians or designees of K-8 students must come into the school building to sign permission for student release.
5. In an emergency situation, legal guardians of K-8 students must notify the school by phone.

### **MISSION STATEMENT FOR Washington Primary**

Our mission is to work as one with parents and the community to continue our progress and be accountable for each student's learning at Washington Primary.

**N is for:**

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## **NEWSLETTERS**

Building newsletters will be available electronically to parents each month. The monthly newsletters will also be posted on the school web page at [http://www.piqua.org/washingtonprimary\\_home.aspx](http://www.piqua.org/washingtonprimary_home.aspx). The building newsletter will contain information and pictures about recent activities, friendly reminders, and upcoming events.

Some teachers may also send home their own newsletters. These can be received as a paper copy or electronically.

## **NURSE**

We currently have a full-time nurse at Washington Primary. If your child has a chronic health condition, allergies, or takes medications regularly, please let the school nurse know.

Please see the Emergency Medical Form, Emergency Situations, and Medical sections of this handbook for more information.

## **O is for:**

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### **OPEN ENROLLMENT**

The Board permits Open Enrollment to schools in the district. The following timeline will be followed:

March – Applications are made available at the Piqua Board of Education or your child’s school.

April – File completed applications at the Piqua Board of Education or your child’s school.

May – Completed applications to be sent to the Piqua Board of Education.

June 30 – Last day to notify applicants of action accepting or rejecting application

July 15 – Last day for parents to notify receiving district of acceptance.

All open enrollment students must apply and be approved **annually**. Completed applications will be dated and timed as space will be filled on a “first-come-first serve” basis. The parent is responsible for all transportation to and from the school of Open Enrollment. Open Enrollment can be denied due to class size.

## **P is for:**

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### **PARENT MENTOR LIBRARY**

The district has been awarded a grant which pays for a Parent Mentor. The goal of the parent mentor is to help parents, especially those whose children receive special education services. The parent mentor is available to offer assistance and answer questions. Her office is located at Piqua Junior High School..

As part of the program, a parent resource and lending library is available for all parents. Books and resources on many topics are available for checkout. You may call the Parent Mentor at 773-6540 for more information.

### **PARKING**

**During school hours.** Parking is permitted in the parking lot located in front of the main entrance of the building. If the parking lot is full, you may use the side street parking areas.

**After school hours for school events.** Additional parking will be made available in the bus parking lot located at the back of the building.

**Out of courtesy for our neighbors, we ask that you not park along the street and block our neighbors' driveways. Thank you for your cooperation with this!**

### **PARTIES**

The parents and teachers help organize and arrange parties for the students throughout the school year. School wide parties will be held at scheduled times during the year, for example, the end of October for Harvest Parties and near Valentine's Day. We will have a sign up sheet for each classroom during Indian Days for parents to sign up to bring different treats. **We will not be accepting any treats except those listed**, so that we do not overload our students with sugary foods on those days. If you do not want your child to participate in these activities, simply let your child's teacher know and provisions will be made.

**Birthday treats** can be shared in the classroom **with the teacher permission**. If you want to provide a small treat, please make arrangements **in advance** with your child's teacher. All treats must be store bought and contain the nutrition label. The treats must be dropped off in the office and the school nurse will check all items and provide an alternative treat for any student in the class with an allergy. Sharing of gifts is not permitted. We also ask you do **not** have your child bring birthday or party invitations to school to hand out to students, unless invitations are for the whole class or all the girls or boys in the classroom.

Deliveries for your child should **not** be made to school, this includes flowers or balloon deliveries. We appreciate your help!

### **PICKING UP/DROPPING OFF STUDENTS**

For the safety of all of our students please follow the guidelines outlined below. If you have other family members or friends pick up or drop off students at Washington Primary please advise them of the guidelines as well. Thank you!

When picking up students or dropping student off, please use pull up to the curb towards the main entrance in front of the building.

**Please encourage your children to use the cross walks painted on the streets and parking areas at all times.** We ask that parents model the use of cross walks when walking with their children as well, so they understand the importance of using them even when adults are not with them.

Finally, **please drive slowly and safely around the school** – always being alert of students and their actions. If you see a student being unsafe, please notify the school office so we can assist the student in being safer.

### **Reminders for Students:**

- Cross all streets by using all cross walks where drivers are expecting students to be crossing.
- An adult will be at the cross walks on Park Avenue and Sunset. Students should look for these adults for safe and legal crossing.
- When using the cross walks students should still stop and look for cars. This is a safe zone for walkers, but some drivers don't always stop. Students should learn to watch for their own safety!
- Students should not run between parked cars - drivers will not see them – especially if they're looking for their own child.
- Students are asked to remind their parents of these rules as well. These rules are for your child's safety and should ALWAYS be obeyed.

- Students should report to the office if they miss the bus or their ride does not show up. The office will assist the child in getting home safely.

Following these simple guidelines will help us to create a safe situation for all of our students. Please explain these rules to your child(ren) and help him/her to understand the importance of being safe.

Thank you for helping your children to learn and practice safety habits!

### **PLAYGROUND/RECESS**

All students are expected to go outdoors for recess when weather conditions permit. We ask that parents watch the weather regularly to help your child dress appropriately for hot and cold temperatures. If a student is returning to school following an illness, (s)he will be permitted to stay indoors a maximum of two days with written request from the parent. Following this two-day limit a student must present a doctor's note stating that the child must stay indoors.

All students must have shoes that cover the entire foot to be allowed to participate in recess activities (see dress code for more details).

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

### **PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION**

(See Board Policy 5410)

Promotion to the next grade (or level) is based on the following criteria:

- A. Current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. Potential for success at the next level
- C. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s) course(s) in the student will skip
- B. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. Potential for success in the accelerated placement based on sufficient proficiency at current level
- D. Social emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. Failure to demonstrate proficiency in mathematics and reading

- B. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. Scoring at the below basic level on any State-mandated assessment test

A student may be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year **AND** has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if she/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 – Third Grade Reading Guarantee or in accordance with State Law.

## **Q is for:**

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## **R is for:**

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### **RELEASE OF RECORDS**

To withdraw a student from school, please call the school office or send a note to your child’s teacher a few days in advance of your move. Parents will need to fill out a withdrawal “from Piqua Schools”. If you are moving to another school within the Piqua City School District, we will notify the receiving school. If you are moving out of town, we will forward your child’s records upon request from the new school.

### **RELEASING STUDENTS – SEE EMERGENCY MEDICAL AUTHORIZATION**

### **REPORT CARDS**

Washington Primary students will receive a report card at the end of each grading period. The report card is based on the State of Ohio Learning Standards. The report cards are generated from a web-based program, which allows parents to view their child’s progress on-line. Usernames and passwords are established for each child, and parents will be given these codes to access your child’s progress at any time.

### **RETURNED CHECK POLICY**

If you write a check and it is returned due to insufficient funds or dishonored in any way – You will be expected to make restitution. You will also be charged any additional fees associated with the return of the check – including any charges incurred by Piqua City Schools from the banking institution with which we do business.

### **RULES**

#### **BUILDING RULES**

1. Show respect to others and their property.
2. Students must receive teacher permission before using any equipment or materials in the classroom. Each student is responsible for the proper use and protection of equipment.
3. Follow directions at all times – the first time they are given.
4. Walk!

5. Use good manners and orderly behavior.
6. Gum is not permitted on school property.
7. Do not open the outside entrance doors for an unidentified adult without notifying your teacher first.

### **PLAYGROUND RULES**

1. Show respect to others and their property.
2. Show good sportsmanship.
3. Follow directions of the staff on duty – the first time they are given.
4. Use equipment properly.
5. Do not “play fight,” rough house, do karate, or carry people on your back.
6. Do not throw hard objects or snow
7. Re-enter the building only with permission of the teacher on duty.
8. Do not leave the school grounds without notifying a teacher first.
9. Line up quickly and orderly when the bell rings.
10. Dress properly for the weather and to play (wear coats when needed and proper shoes that cover the entire foot for safety.)

### **HOME FOOTBALL GAMES**

Student behavior will be supervised closely at all home football games in order to provide a safe environment for all those in attendance. Students in the primary grades must be accompanied by an adult to attend the games. Primary students should not be dropped off and picked up later by an adult. Students will not be permitted to play football in the side yards or run under the stadium. Unless a student is going to the bathroom or to the concession stand, s/he should be seated with an adult. All school code of conduct rules are in effect at the Piqua High School football games. Students that do not follow these guidelines will be asked to leave the stadium and may be banned from attending future games. We greatly appreciate parental support for these special evenings of entertainment for the community to enjoy.

### **S is for:**

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### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G.

### **SCHEDULE**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## **DAILY SCHEDULE**

8:00 – Office opens

8:20 – Teacher day begins

8:30 – Students allowed in building

8:30-8:50 - Breakfast served in the cafeteria

8:30-8:50 - Cafeteria open for students to deposit money into their lunch accounts

9:00 - Tardy bell rings. School begins. All student must be in their classroom at this time.

3:30 – Walkers/Car Riders Dismissed

3:35 – Begin dismissing bus riders

4:00 – Office Closes

## **ARRIVAL AND DISMISSAL**

School begins at 9:00 AM. **Students should not arrive at school before 8:30 A.M.** We do not have supervision for students outside the building at this time and it is not safe for your child to be here early. Upon arrival, students have the opportunity to eat breakfast at school. No student is permitted to play on the playground equipment outside prior to school starting due to no supervision.

The teaching-learning process continues in all classrooms until 3:30 P.M. **Persons picking up students are asked to wait in their cars for children to be dismissed.** We thank you for honoring this request.

## **COMMUNICATE WITH YOUR CHILDREN**

It is important that parents communicate with their children regarding the end of the school day. Students should have a *clear* understanding of what they are to do at dismissal time. Things your child should know:

- If they ride the bus or get picked up by someone.
- If they ride the bus, which bus do they ride? Buses are assigned by the transportation supervisor, Mrs. Cain. No student will be allowed on a bus without being assigned to it or without special permission from Mrs. Cain. Mrs. Cain can be reached at 773-4321 (Ext 6405).
- If your child does not ride a bus, who is picking him/her up? If you do not want your child to be picked up by anyone, it is up to the parent to communicate this to the child and educate him/her about why. It would be appropriate to tell your child to reenter the building and seek the help of an adult if this situation were to occur. Any person who does have permission to pick up your child should be listed in OneView.
- Where should your child meet you if s/he is being picked up?
- What should your child do if you're late? Situations may cause you to be late to pick up your child. Please instruct your child about what to do if this situation happens. You may wish for your child to walk home, wait in a certain spot, ride the bus, etc... Telling your child what to do *before* this situation occurs will help prevent confusion and worry about where a child may be.

**We ask that parents be prepared ahead of time and communicate the proper instructions to their children and send a note with them to give to their teacher, rather than frequently calling the school to leave a message.** The end of the day is busy and quick changes for some students may cause confusion and worry. It is also possible that we may get the message too late to communicate it effectively to your child. Finally, we are happy to communicate to your child what to do after school if there is a sudden change that cannot be helped. We ask that you please call the building by 2:45 P.M. so that the message can be relayed. However, **frequent calls on a daily or weekly basis for one individual are discouraged and will not be allowed.**

## **School Supplies**

Every student will need to bring a book bag, earbuds or headphones, 3 packs of pencils (Ticonderoga sharpen best), and a lunch bag if desired. All other school supplies will be provided by Piqua City Schools.

## **SEARCH AND SEIZURE** (See Board policy 5771)

Administrators may search a student or his/her property with or without the student's consent. Whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of property maybe conducted with reasonable notice. District policy, includes desks and student lockers.

Anything found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

## **SPECIAL EDUCATION SERVICES** (See Board policy 2460)

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against person with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- H. Has a mental or physical impairment that substantially limits one or more major life activities;
- I. Has a record of such an impairment; or
- J. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff member use a comprehensive child study process to systematically screen, asses and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A Section 504) and State law. Contact Amy Todd, Student Services Director at 937-773-4321 to inquire about evaluation procedures, programs, and services.

## **SPECIALS – ART, MUSIC, PHYSICAL EDUCATION**

All students receive instruction in art, music, and physical education on a regular weekly basis. Physical education includes many types of fitness and recreational activities. For safety and performance reasons, athletic shoes are required in order to participate in physical education classes. To be excused from class for medical reasons, a note needs to be signed by a parent. Extended non-participation in physical education requires a physician's excuse. Students are expected to abide by the school code of conduct during all activities in these classes.



## **STUDENT ASSESMENT/STATE TESTING**

Unless exempted, all third-grade students will take statewide Math and Reading assessments. The Reading assessment will be administered in the fall, and both assessments will be given during the spring. If you should have questions regarding these tests, please feel free to contact the principal or your child's teacher for more information.

Additional tests are given to all students to determine if a child is "On Track", to monitor progress and to determine educational mastery levels. These tests will help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected by the teachers to assess student's achievement on specific objectives.

## **STUDENT RECORDS- PROTECTION AND PRIVACY** (see Board Policy 8830)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.
- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities; The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16) The District will verify that the authorized representative complies with FERPA regulations.
- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the building's principal. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The School is not liable for any loss or damage to personal valuables.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **SURVEILLANCE EQUIPMENT**

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Surveillance cameras may be used both inside and outside of buildings and on buses to assist in the security of students, staff and property. Regulations will be in compliance with the law to protect the privacy rights of students and staff.

## **T is for:**

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### **TELEPHONE USE**

The office and classroom telephones are for official school business. They may be used by a student only in case of emergency or important business and with the permission of the principal or school secretary. If a parent needs to reach a student during the school day, (s)he may call the school and leave a message. The office will make every effort to relay the message to the child. Please remember that calls received at the end of the day are difficult and sometimes impossible to relay to a student. **Parents are advised to make all arrangements for after school plans with their children the evening before school or in the morning so the child knows what they are to do at dismissal time. Please send a note with your child to give to the teacher explaining any change in transportation for the day.**

### **TEXTBOOKS**

All textbooks are provided by the school. They are to be accepted as a loan and returned in the same good condition in which they were received. Students and parents are responsible for the cost of replacing lost,

damaged, or defaced books. Fees for lost or damaged books must be paid before a student can be given a year-end grade card.

### **TITLE IX**

The Board supports the principle of equal opportunity employment and equal education opportunities. All persons associated with this school system, including, but not limited to, the Board, administration, the staff, the students, volunteers and other persons subject to supervision or control of the School District, are expected to conduct themselves at all times in an effort to provide an environment free from sexual harassment and harassment based on race, national origin, disability and religion. Any person who engages in sexual harassment and harassment based on race, national origin, disability and religion while acting as a member of the school community at school or at any school-sponsored activity will be in violation of this policy. Any member of the school community that feels his/her rights have been violated as described above should report the incident to the building principal who will report to the Title IX Coordinator. All attempts will be made to resolve the situation (See form on page 64).

### **TRANSPORTATION** (See Board policy 8600)

Students should arrive at the bus stop five minutes before departure time. The bus routes are on a tight schedule. Therefore the driver must leave at the designated time. Transportation for students participating in the District Open Enrollment program shall be the responsibility of the parent or guardian.

School bus safety is a major concern. The school bus is an extension of the classroom. We ask that parents stress to their children the importance of following the safety rules while riding the bus. Please tell your child to report home right away when exiting the bus as well. Failure to follow safety rules while riding the bus or while at the bus stop may result in the loss of bus riding privileges. A student will not be permitted to ride a bus unless (s)he is assigned to that bus. If a parent needs to change a bus assignment Mrs. Cain, transportation supervisor, must be contacted at 773-1560 to make arrangements.

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVLEDGES** (See Board Policy 5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

**U is for:**

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**V is for:**

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## **VISITORS**

Parents, relatives, and community members are always welcome in our school. Visitors will need to report to the office and sign in and out in our visitor's log. All visitors will be asked to wear a "Visitor's Badge" so students and staff members will recognize you are a welcomed visitor! Any visitor found in the building without reporting to the office shall be reported to the building principal.

Please remember that the teaching-learning process occurs all day from 8:50-3:20. If you are bringing an item to school for your child, please bring it to the office, and we will make sure that your child gets it.

Any parent wishing to talk to their child's teacher, we ask that you please call the school and set up an appointment.

## **SCHOOL VISITORS** (See Board Policy 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

## **VOLUNTEERS**

Parents and adults are also needed and welcomed as volunteers. During the school year, teachers will discuss ways volunteers can be used, and show you what you can do to help at school or at home. Even if you cannot come to school on a regular basis, there are still many things you can do at home to help! Please call the office, or ask your child's teacher for more information on how you can become involved in your child's school!

All volunteers must be fingerprinted and approved by the Board of Education. This can be done at the Board of Education at 215 Looney Road. Please call Ami Fashner at 773-4321, ext. 6202 to make an appointment.

## **W is for:**

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### **WALKERS**

Be a sidewalk walker! Students and parents are asked to use the sidewalks when walking on school grounds. If you walk to school, please take a safe route by using the sidewalks and crossing the street at the crosswalks or designated areas.

### **WEATHER**

#### **SCHOOL DELAYS AND CLOSINGS**

On days when school must be delayed or closed due to weather conditions or other conditions, parents are advised to listen to WPTW radio (1570 AM), TV channels 2 or 7, or go to Piqua City Schools website, [www.piqua.org](http://www.piqua.org). Piqua City Schools and Washington Primary uses Instant Connect to relay important information like school delays and closings, please keep the office informed of phone number changes, so that

Instant Connect can be updated. Parents and students are responsible for knowing about emergency closings and delays.

## **WEAPONS**

### **LEAVE THESE THINGS AT HOME**

According to State Law and Piqua City Schools Board Policy, students are not permitted to have any weapons or dangerous objects (**including look-alikes or toy weapons**) on school property. Violation of this policy may result in suspension or expulsion from school.

Students are not to bring pocket knives, squirt guns, play guns, toys, laser pointers, radios, walkmans, cassette players, MP3 players, computer electronic games, pagers, cell phones or other communication devices to school. Roller skates, inline skates, shoes that turn into skates (heelies), scooters, and skateboards should also be left at home. Recent problems have occurred with trading cards and makeup as well. We ask that all trading cards and makeup be left at home to prevent theft and/or conflict that may occur during instructional time.

### **CONCEALED WEAPONS**

Unless authorized by law, pursuant to Ohio Revised Code, Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

### **DANGEROUS WEAPONS IN SCHOOLS** (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

### **WEB PAGE**

Piqua City Schools has a web page which is filled with great information. Each school has a link connected through that site. On Washington Primary's web page, information concerning building newsletters and other various school information. Please be sure to visit [www.piqua.org](http://www.piqua.org)

### **WITHDRAWAL/TRANSFER FROM SCHOOL** (See Board policy 5130)

Parents must notify the office about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion will be transferred to the new school within 14 days of the parents' notice or request. If your child is transferring between Springcreek and Washington, proof of the address change is required.

**X is for:** \_\_\_\_\_

**Y is for:** \_\_\_\_\_

## **Z is for:**

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### **ZERO TOLERANCE** (See Board policy 5600)

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. We want school to be a safe and non-threatening environment for everyone!

### **TITLE I**

The staff at Washinton Primary is committed to providing all children with the opportunity to master the basic skills and meet state standards. With this goal in mind, the district has used Title I funds to meet the needs of our students. These funds are available to our district based on the number of students receiving free and reduced lunch. Currently we use funds to supplement instruction, reduce class size, and provide staff in-service. Each year the district looks at the plan in place to see if there are ways we can make positive adjustments. As a Title I school, we have 10 components that we are responsible for. One of these components is to provide a parent-student-staff compact. This is an agreement between the three parties to ensure that each child is meeting basic goals within the school setting. The compact can be found on page 63 of this handbook. The compact is an effort to create a partnership between the home and the school to enable us to provide your child with a quality education at Washington Primary. If any parents have suggestions that you would like to share, we would love to hear from you. You can contact the principal with your ideas at Washington Primary School.

**By law we are required to notify parents each year on a variety of topics and policies. The following are required annual notices. Some of the policies may not be very applicable to primary aged students. If you would like to know more or view any district policy, feel free to visit the Piqua City Schools webpage at [www.piqua.org](http://www.piqua.org) to find a link to all the District's Board policies.**

### **PARENT PARTICIPATION IN TITLE I PROGRAMS** (See Board Policy 2261.01)

According to policy, the Superintendent must assure that each Title I participating school develops a specific written plan, with parental involvement and agreement. This will be reviewed and updated annually.

### **PARENT INVOLVEMENT PLAN**

At Washington Primary, our goal is to support and encourage parent involvement. We believe parents are a child's first and most important teacher. Our goal is to teach, challenge, and help our students grow with the help of parents and the community.

Communication is critical if we are going to work together to help your child. Communication about school and district rules, policies and procedures can be found in the Student-Parent Handbook which is posted on the school website [http://www.piqua.org/washingtonprimary\\_home.aspx](http://www.piqua.org/washingtonprimary_home.aspx)

Parents will be updated regularly about school activities through classroom newsletters, building newsletters, district calendars, through distribution of flyers and by using the "Instant Connect" phone message system. School newsletters will also be available through the district's web site.

Parents will be informed regularly about their child's progress through quarterly progress reports. These progress reports include academic as well as social and behavior information. Parent Teacher Conferences are conducted in Fall and Winter and on an as needed basis.



Daily communication is promoted through the use of the “Student Take Home Folder” provided for each student. Parents are invited and encouraged to communicate with teachers through notes, phone calls, personal visits or email. Any time that a concern arises – a parent may ask for a conference or utilize the Response to Intervention Team process.

More information about Parent Involvement Policy 2261.01 can be found on the District’s Web page.

**PARENTS’ RIGHT TO KNOW/ TITLE I** (See Board Policy 2261.02)

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student’s classroom teacher(s):

- K. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- L. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- M. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- N. The qualifications of any paraprofessionals providing services to their child(ren).
- O. In addition, the parents **shall** be provided:
  - i. Information on the level of achievement of their child(ren) on the required State academic assessments;
  - ii. Timely notice if the student is assigned to a teacher who is not “highly qualified” as required or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.

**HIGHLY QUALIFIED TEACHERS**

The No Child Left Behind Act requires school districts to notify parents of several items each year. The following information is provided to you as required.

You should be aware that you have the right to request information regarding the professional qualifications of your child’s teachers. Each year we review the qualifications of our teachers to determine whether or not they meet the highly qualified standard set forth in the No Child Left Behind Act. If you would like to know the status of your child’s teachers and/or any long-term substitutes they may have, please contact the school office.

We are very pleased to notify you that our school building has met the adequate yearly progress standard in the No Child Left Behind Act. Adequate yearly progress is determined by how well our students have done on state tests. You should feel confident knowing that your child’s school is making the amount of progress expected by the state and federal government. For more information on school and district accountability you can go to the Ohio Department of Education website at: [www.ode.state.oh.us](http://www.ode.state.oh.us) or you can contact the school office.

The Piqua City School district is always striving for excellence; therefore our district has developed a comprehensive continuous improvement plan that addresses student achievement. In turn, each building in our district has developed a yearly action plan that addresses the same areas. District and building

improvement plans were developed in collaboration with staff, administrators, Board of Education and community members. If you have questions regarding the continuous improvement planning process, please feel free to call the school.

### **HIGH QUALITY CURRICULUM**

Our classroom curriculum is based on the state learning standards. Parents are encouraged to ask questions to assist with their understanding of these standards. A copy of the State Learning Standards can be found at the Ohio Department of Education's website.

### **PARENT INFORMATION MEETINGS**

Parents will have several opportunities to learn about our building programs and activities. Several of these opportunities include: Open House, Parent Advisory Council meetings and Parent Teacher Conferences.

### **AVAILABILITY OF MATERIALS AND TRAINING TO HELP PARENTS WORK WITH THEIR CHILDREN**

Title I teachers will be available for conferences, meetings, and commenting on progress reports and grade cards as necessary. The staff will utilize community resources to help provide information to parents – this can be done through referrals to the Parent Mentor program and referrals to our school counselor who can help assist families in finding resources. Parents may be invited to an Response to Intervention Team meeting at which resources are often shared or provided.

### **PARENT COMPACT**

All parents will be asked to be an active partner in their child's education. Suggestions and expectations for this involvement are outlined in the Parent Compact. The classroom teacher will work with parents and students to monitor completion of the Parent Compact or to offer support to parents.

### **PARENT-STUDENT-STAFF COMPACT**

Washington Primary School is a Title I school. Our Title I status is based on the number of students that are on free and reduced lunches. As a Title I building, we must work extra hard to meet State and Federal guidelines. This program outlines 10 components that we are responsible for. One such program is to provide a parent-student-staff compact. This is an agreement between the three parties to ensure that each child is meeting basic goals within the school setting. This compact is reviewed annually by parents, students, and teachers. Please read the compact at the end of this handbook and join us in a partnership developed to create a better system for providing your child with a quality education at Washington Primary School.

Washington Primary School Parent-Student-Staff Compact

School	Students	Parents
<p><b>Homework:</b> The school will ensure that each student understands his/her homework by practicing the skills at school first. We will make sure that each child takes the homework home each night, when assigned, to be completed. We will be sure to check the homework and provide some form of feedback to the student when homework is returned.</p>	<p><b>Homework:</b> Students will ask the teacher questions about homework if needed before taking it home to complete. Students will be sure to take homework home each night it is assigned and complete it to the best of his/her ability. Students are asked to show their parents completed homework, seek assistance if needed, and ask a parent to check the homework for accuracy. The student will return the homework to school the next day for teacher feedback.</p>	<p><b>Homework:</b> We ask that parents check daily to see if the child has a homework assignment. We encourage parents to help their child with homework assignments as needed, and that the homework is checked for accuracy. We ask that parents help their child be responsible for returning their homework for teacher feedback. We ask for the parent to communicate homework difficulty so we can assist when necessary.</p>
<p><b>Attendance:</b> The school will monitor attendance by following the State's Laws as required. We will communicate to the parent and provide intervention when necessary.</p>	<p><b>Attendance:</b> Students are required to attend school regularly and be on time and prepared to learn.</p>	<p><b>Attendance:</b> Parents will ensure that their child is punctual and attends school regularly. We ask that parents communicate when their child is ill and keep us updated about health concerns so we can support the child at school as well.</p>
<p><b>Conduct:</b> The school will foster discipline that will help the child learn and grow. The school will discipline students with dignity and communicate appropriate disciplinary actions to parents for support.</p>	<p><b>Conduct:</b> Students will follow school rules. Students will be asked to help communicate to parents, when appropriate, regarding disciplinary actions that have taken place.</p>	<p><b>Conduct:</b> Parents are asked to review classroom and school rules with their children. Parents are asked to support the school's discipline plan. We encourage parents to communicate with the school when necessary regarding school rules and disciplinary actions.</p>
<p><b>Communication:</b> The school will communicate student progress through a variety of methods. We will also do our best to communicate school happenings to our students and parents.</p>	<p><b>Communication:</b> Students will take all forms of communication to their parents so they can be informed about their progress and school happenings.</p>	<p><b>Communication:</b> We encourage parents to ask their child about their school day. We ask that you seek information about your child's progress by reading print sent home with your child. We also encourage you to call or visit the school when you have questions or concerns so we can assist you when necessary. We ask that all parents make every attempt to keep the office updated about phone number and address changes in case there is an emergency.</p>
<p><b>Being prepared:</b> We will be prepared to teach each student daily by using up-to-date methods of instruction.</p>	<p><b>Being prepared:</b> We ask that each child come to school well rested and ready to learn with the materials and supplies requested so work can be completed well.</p>	<p><b>Being prepared:</b> We ask that parents send their child(ren) to school well rested and ready to learn with the supplies requested so work can be completed effectively. We ask that parents pay school fees in a timely manner so we can purchase the resources needed to support learning in the classroom.</p>
<p><b>Participation:</b> We will create a learning atmosphere that will encourage students to be active in their education. We will also create school related activities for parents to be involved in.</p>	<p><b>Participation:</b> Students will be expected to participate in classroom and school wide activities to the best of their ability.</p>	<p><b>Participation:</b> Parents are encouraged to participate in school functions such as PAC, Family Nights, meetings, IAT meetings, IEP meetings and other special programs. We ask that all parents attend conferences to discuss your child's school progress.</p>
<p><b>Reading:</b> We will provide excellent reading instruction. We will provide reading material that is at an appropriate level for your child to read. We will work hard to find reading material that is interesting to your child.</p>	<p><b>Reading:</b> We encourage all children to use our school library regularly. Students are encouraged to read daily at home and school for learning and leisure.</p>	<p><b>Reading:</b> We encourage parents to support their child's reading at home. We encourage you to read regularly with your child. We encourage parents to involve their children with the school and public library. We encourage parents to engage in discussions about books their children are reading. We also encourage parents to seek assistance from school to help your child learn more about reading.</p>

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES  
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

***Nondiscrimination***

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

***Complaint Procedure***

**Section I**

Any person who that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District’s Civil Rights Coordinator. (Tony Lyons, Assistant Superintendent, Piqua City Schools, 719 East Ash Street, Piqua, Ohio, 45356, 937-773-4321)

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\_\_\_\_\_  
\_\_\_\_\_

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District’s Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District’s Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District’s Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent’s response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

Political affiliations or beliefs of the student or student’s parent;  
Mental or psychological problems of the student or student’s family;  
Sex behavior or attitudes;  
Illegal, anti-social, self-incriminating, or demeaning behavior;  
Critical appraisals of others with whom respondents have close family relationships;  
Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;  
Religious practices, affiliations, or beliefs of the student or parents; or  
Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

Any other protected information survey, regardless of funding;  
Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use-
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Piqua City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Piqua City Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Piqua City Schools will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day of the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Piqua City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**