

Beaver Local Elementary Schools

Name _____

STUDENT HANDBOOK

BEAVER LOCAL ELEMENTARY
46090 Bell School Road
East Liverpool, Ohio 43920
Phone: 330.386.8709 Fax: 330.382.0879

The Education Connection: 330.386.8713

THIS AGENDA BELONGS TO:

NAME _____

ADDRESS _____

CITY/TOWN _____ **ZIP CODE** _____

PHONE _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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WELCOME TO OUR SCHOOL

Welcome to Beaver Local Elementary Schools. This handbook will answer many of the questions that you and your parents may have during the school year. Read this handbook to become familiar with the rules, regulations, and policies of Beaver Local.

***The last page must be signed by both you and your parents and returned to the school.**

Visitors

Please contact the main office or your child's teacher to make arrangements for visitations. All visitors must report to the Main Office. Unauthorized persons will not be permitted in or on the school grounds.

Equal Education Opportunity

The Beaver Local Board of Education declares it to be the policy of this district to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background to deliver the curriculum offered in this district.

SECTION I: GENERAL INFORMATION

Enrollment/Transfer/Withdrawal

All enrollment, transfer and withdraw actions must be completed in the Main Office. For further information, contact the school office.

Beaver Local Elementary
Phone: 330.385.8709
Fax: 330.382.0879



School Hours

The Elementary Buildings are open from 8:30 until 3:30. Students arriving after 8:50 must report to the office with their parent. They will be considered tardy. Student pick-up is at 3:30.

Emergency Procedures

Emergency drill procedures are conducted throughout the school year as required by Ohio State Law. Procedures are posted in each classroom and students should follow instructions of their teacher.

Emergency Closings and Delays

When school is cancelled, has delayed starting time, or is closing early due to emergency situations the Superintendent will place an all-call to students and parents. Local radio and television stations are additional resources for this information.

Emergency Medical Information

Every parent is required to complete and return an Emergency Medical Form for each child. This form will provide vital information that states a course of action in case of an emergency and for the release of students. **It is important to report any changes to this information during the school year. Special attention should be given to the Medical Alert Section when completing the form.**

Immunization and Control of Communicable Diseases

All students must be immunized against certain communicable diseases in accordance with state statutes. Students without required immunizations will be excluded from school. The school's professional staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest from the classroom or school.

Injury/Illness/Medication

If a child becomes ill or should have an accident, school personnel will follow the guidelines for appropriate treatment. Sickness will be determined by the child's temperature, coloration of skin, a change in behavior, or vomiting. If medical attention is required, parents will be notified. Students must be signed out in the office when leaving sick from school. No medications will be dispensed.

Medication Policy

According to *Ohio Revised Code*, no medications, prescriptions or over-the-counter medicines, can be given by school personnel unless the following guidelines are in place.

Before any medication can be administered to or by any student during school hours the Board of Education will require:

- Written request from parent and physician for the administration of medication.
- Name, dose, diagnosis, purpose of medication, time to be administered, and side effects of the medication by physician's order.
- Medication must be in the original container.

- Parents are responsible for the transportation of medication to and from school.
- No employee may use procedures requiring injections or medication without medical training.
- No staff member will be permitted to dispense non-prescribed or over-the-counter medication to any student.
- All medication not picked up within one week of being discontinued or at the end of the school year will be destroyed.

Student Records

Student records contain information to provide the best education for your child. These records are confidential and are used only by authorized personnel. The district maintains a record of those persons having access to these records and their locations. Parents have the right to review their child's records and request copies for the cost of reproduction. Any request will be granted within a reasonable period of time and no later than 45 days following the date of request.

School and Personal Property

Each student is expected to assume responsibility for the care of all school materials/property. If materials/school property is lost or damaged, the offender will assume the cost for repair or replacement. The school will not be held liable for the loss, theft or damage of expensive toys or valuable articles that a student chooses to bring to school.

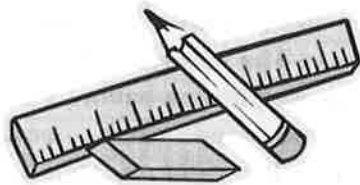
SECTION II
Academics/Schedules

Schedules/Classrooms

Placement of students into classrooms is an instructional decision made by school personnel.

Academics and Assessment

Classroom tests and assignments will be used to measure student progress. Parents will receive progress reports throughout the year. Report cards will be issued at the end of each nine week term. Students will participate in state mandated tests.



SECTION III

Harassment

It is a violation of law and school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal. All reports shall be kept confidential and shall be investigated promptly.

Drug Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or approved vehicles, or at any school related event. Drugs may include any alcoholic beverage, anabolic steroid, dangerous controlled substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in student handbooks, up to and including expulsion from school. When required by State Law, the District will notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or guidance counselor whenever such help is needed.

Anti-Hazing Policy

It is the policy of the Beaver Local Board of Education and School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times.

Notice to Parents on Blood-Borne Pathogens

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contacting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact Mrs. Teresa Ash, school nurse.

SECTION IV Student Conduct

Bus Transportation

Students must follow the following rules to guarantee safe transportation.

- Sit in assigned seat
- Keep hands, feet, and other objects to self
- Observe a moderate noise level
- Do not interfere with other drivers and vehicles on the road
- No eating, drinking, or glass containers
- Bookbags are to remain closed at all times.

NOTICE: A bus driver must submit a conduct report for any infraction of the safety rules. The building administrator will accept the report and may take any further action as well as further the report to the transportation supervisor. Further actions may include but are not limited to a warning, a change of seat assignment, as well as a temporary suspension of riding rights.

NOTICE: When bus transportation privileges are lost, it is the responsibility of the parent/guardian to provide transportation to and from school. Students failing to attend school will be declared truant.

NOTICE: Every bus rider must present a note of explanation to the bus driver before boarding the bus whenever riding an unassigned bus for that day. Students are required to ride their regularly assigned bus every night unless they've obtained permission from the office or transportation supervisor.

NOTICE: The Board of Education has approved the installation of video cameras on school buses.

Student Dress Code

Personal appearance shall be appropriate for the learning environment. Children are encouraged to dress according to the weather. Dress or appearance that constitutes a threat to the student's health or safety or disrupts the educational process shall be prohibited. The following guidelines determine appropriate dress:

- Hairstyles must not attract undue attention or interfere with the educational process.
- Hats, visors, bandanas, and sunglasses are not to be worn in the building.
- Sandals / tongs / flip-flops are not permitted.
- See-through clothing, tank tops, tube tops, or clothing that exposes the torso are not permitted.
- Clothing with obscene, profane, or disruptive remarks is not permitted.
- Clothing must be in good repair.
- Pajamas are unacceptable for school.
- No heavy chains or wallet chains.
- No visible tattoos or piercings, except ears.

When possible, we will offer a change of clothes. If that is not possible, the parent will be notified to bring appropriate clothing to the school.

Use of Electronic Devices

Cell phones are to remain off during school hours. iPods, MP3 players, etc. are not permitted on school grounds. These devices will be taken and parents must pick them up. Nooks, iPads, and Tablets are permitted for instructional purposes as assigned by teachers.

Food Treats

No food treats are permitted. This pertains to birthdays, special occasions or parties. Treats will be provided by the school for special occasions or parties.

Parties

Invitations are not to be sent in to school.

The Pride Binder

The Beaver Local Elementary School has developed a Pride Binder to help students and parents understand school rules, the conduct code, the homework policy and the Six Pillars of Character.



ATTENDANCE

Compulsory education in Ohio has been established by law for many years (3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age 6-18 must send such child to school for the full time the school attended is in session. The belief of Beaver Local Schools is that maximum educational benefits are gained through the continuity of instruction a child receives by attending school regularly. To support this philosophy the following student and absenteeism policy will be followed.

ABSENCE GUIDELINES

Research indicates that the average student will miss 8 or fewer days of school per year. Perfect attendance is an accomplishment to work toward and will be recognized periodically within the schools. Students may be excused for any of the reasons listed in the School Board Policy as based on Ohio Revised Code. Common reasons for an excused absence are:

- Personal illness (a doctor's note may be required and verified)
- Death in the family
- Quarantine
- Observation of a legitimate religious holiday
- Emergency situations as approved by the principal
- Medical and dental appointments should be scheduled at times other than during the school day. When that is not possible, time out of school for such appointments is considered an excused absence if accompanied by a signed note from the parent as well as a verifiable and signed note from the professional.
- Vacations days must be pre-approved using the required form. Students are permitted a total of 5 excused vacation days per year. Vacation days scheduled during state mandated testing is discouraged. Vacation days count toward the allowed total of 15 absences. Makeup work for excused vacation days is left to the discretion of the Teacher. Vacation days beyond 5 will be unexcused.
- Calamity situations with the Superintendent making a final determination for excused absence.

ABSENCE REPORTING GUIDELINES

- Parents should report student absence beginning at 8:00 a.m.
- Parents will receive a telephone message for any absent student.
- An excuse must be received the day the student returns to school. The excuse should contain the name of the student, all dates of absence, reason for absence and parent signature. If the student visited a doctor, dentist and/or was in the hospital, notes to verify this must accompany the parent note. Parent phone calls are not sufficient to mark an absence as excused. Excuses received after 48 hours will be filed, but absence will be marked as unexcused.
- Elementary students are to give notes to the teachers who will send them to the office.

MAKE UP WORK

Students will have the same number of days they were absent to return makeup work to their teacher. All assessments and graded assignments must be completed at school. If a child is absent more than 2 consecutive days, parents may phone in a request for makeup work to be picked up or sent home with another student.

EXCESSIVE ABSENCE/TRUANCY

15 absences are considered excessive. Therefore, **ANY ABSENCE AFTER THE 15TH ABSENCE REQUIRES A NOTE FROM A DOCTOR IN ORDER TO BE MARKED EXCUSED.** Absences excused with parent note, medical note, approved vacations, suspensions, or unexcused absences all count toward the fifteen total days. Any absence after the 15 allowable days will be marked unexcused without a doctor's note. The building principal does have the authority to override this policy in exceptional cases.

HABITUALLY AND CHRONICALLY TRUANT

Parents/guardians will be notified of the number of absences and/or tardies through written communication, phone calls, report cards, progress reports, parent conferences, etc. In addition to the loss of credit for any graded work completed during the student absence, students with unexcused absences are considered, by law, to be truant. **A student with five consecutive days of unexcused absence, seven in one month, or twelve in one school year is considered habitually truant. Chronic truancy is seven consecutive unexcused, ten in one month, or fifteen in one school year.** Parents may be asked to attend a mediation meeting with the attendance officer and/or principal and are then required by law to attend. If a student should become chronically truant, the Board authorizes the District to notify Juvenile Court, if appropriate, of the student's excessive absence.

TARDIES

A student arriving after 8:50 a.m. and before 10:15 a.m. must sign in at the Main Office and receive a tardy slip. An excessive number of tardies will result in a meeting being scheduled to discuss the problem. The parent, the principal, and/or the attendance officer may attend the meeting. Continued problems with tardiness may warrant the matter being referred to the juvenile courts.

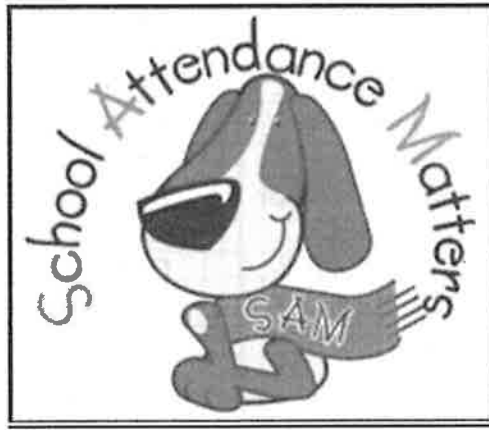
LATE ARRIVALS

Students arriving after 10:15 a.m will be counted as one half day absent

EARLY DISMISSALS

A student dismissed prior to 12:00 and does not return to school will be counted absent for one-half day.

All early dismissals after 12:00 p.m. must be approved with a written note received in the office at the start of the day. The note must state the dismissal time and the reason the student will be leaving school early. Telephone notification will not be accepted unless approved by administration. Students leaving before 2:45 p.m. without approved authorization by the administration will be counted as one half day absent. Parents of students with excessive early dismissals may be required to attend a mediation meeting with the principal and/or attendance officer to discuss the problem.



OUTDOOR RECESS

If the outdoor temperature is 28° or above, students will go outside for recess. If the wind chill is below 28°, students will remain indoors for recess.

- Rain and wet conditions will be considered in determination of outdoor/indoor recess.
- During the winter season, students should be wearing hats, gloves, coats, boots and mittens.

DISCIPLINE IN AREAS OUTSIDE THE CLASSROOM

In the cafeteria teachers should refer to conduct discipline code in the agenda. In hallways and during recess, the teacher on duty is responsible to report to classroom teachers any student discipline issues via a Discipline Form. The classroom teacher will assign the discipline. All teachers need to be in the hallways during bus dismissal.

STUDENT CONDUCT /DISCIPLINE CODE

| Infraction | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|--|---------------------------------|---------------------------------|
| Breaking Classroom Rules | Color Code Yellow | Color Code Orange | Color Cod Red |
| Breaking Lunch Room Rules | Reassigned seat for Lunch period | Reassigned Seat (three days) | Reassigned Seat (five days) |
| Violation of Safety Rules | Color Code Yellow | Color Code Orange | Color Code Red |
| Disrespectful Comments | Color Code Yellow | Color Code Orange | Color Code Red |
| Fighting | Administrative Decision | Possible ISS or OSS | Possible ISS or OSS |
| Assault – unprovoked aggressive behavior | 1 day ISS or OSS suspension | 3 days out of school suspension | 5 days out of school suspension |
| Verbal or written threats | Administrative Decision | Possible ISS or OSS | Possible ISS or OSS |
| Refusing to follow directions | Color Code Yellow | Color Code Orange | Color Code Red |
| Cheating or Lying or Forgery | Color Code Yellow | Color Code Orange | Color Code Red |
| Vandalism Theft | Color Code Yellow | Color Code Orange | Color Code Red |
| Profanity – Written, verbal, or gestures | Administrative Decision | Administrative Decision | Administrative Decision |
| Possession/Distribution Alcohol, Drugs, Medicine | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Possession or use of tobacco, lighter, matches | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Possession of use of gun/knife, or any dangerous instrument | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Inducing Panic –bomb threats, firecrackers, pulling fire alarm | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Actions against school employees | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Disruption of Education | Administrative Decision May include in school or out of school suspension May include referral to Superintendent | | |
| Multiple instances of verbal or written threats | Administrative Decision May include in school or out of school suspension Include referral to Superintendent | | |

Beaver Local Elementary Schools

BEAVER LOCAL COMPACT

The Beaver Local Compact was designed to build and support a partnership between the school, parents, and students in order to help the students of each building experience success throughout the school year.

As a student, I promise to:

- attend school regularly and on time
- complete schoolwork to the best of my ability
- respect and cooperate with other students and adults
- to obey school and classroom rules
- to bring needed supplies to class

As a parent/caring adult I promise to:

- help my child arrive on time for school and ready to learn
- provide a quiet area for my child to do schoolwork and make sure it is completed
- communicate with teachers and staff, attend parent/teacher conferences, and encourage a positive attitude toward school
- help my child learn to resolve conflicts in positive ways
- provide a healthy environment for my child

As a teacher/staff member I promise to:

- have high expectations for myself, students, and fellow staff members
- demonstrate care and concern for each student while respecting cultural, racial, and ethnic differences
- make efficient use of academic learning time
- provide meaningful experiences by establishing structured lessons with clear objectives

Please cut on the dotted line

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

Student _____

Grade/Homeroom _____

We have received and read the Beaver Local Elementary Schools Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. This handbook has been adopted by the Beaver Local Board of Education and supersedes prior handbooks and other written material on the same subject.

Parent/ Guardian Signature _____ Date _____

Student Signature _____ Date _____

Compact must be returned by _____

