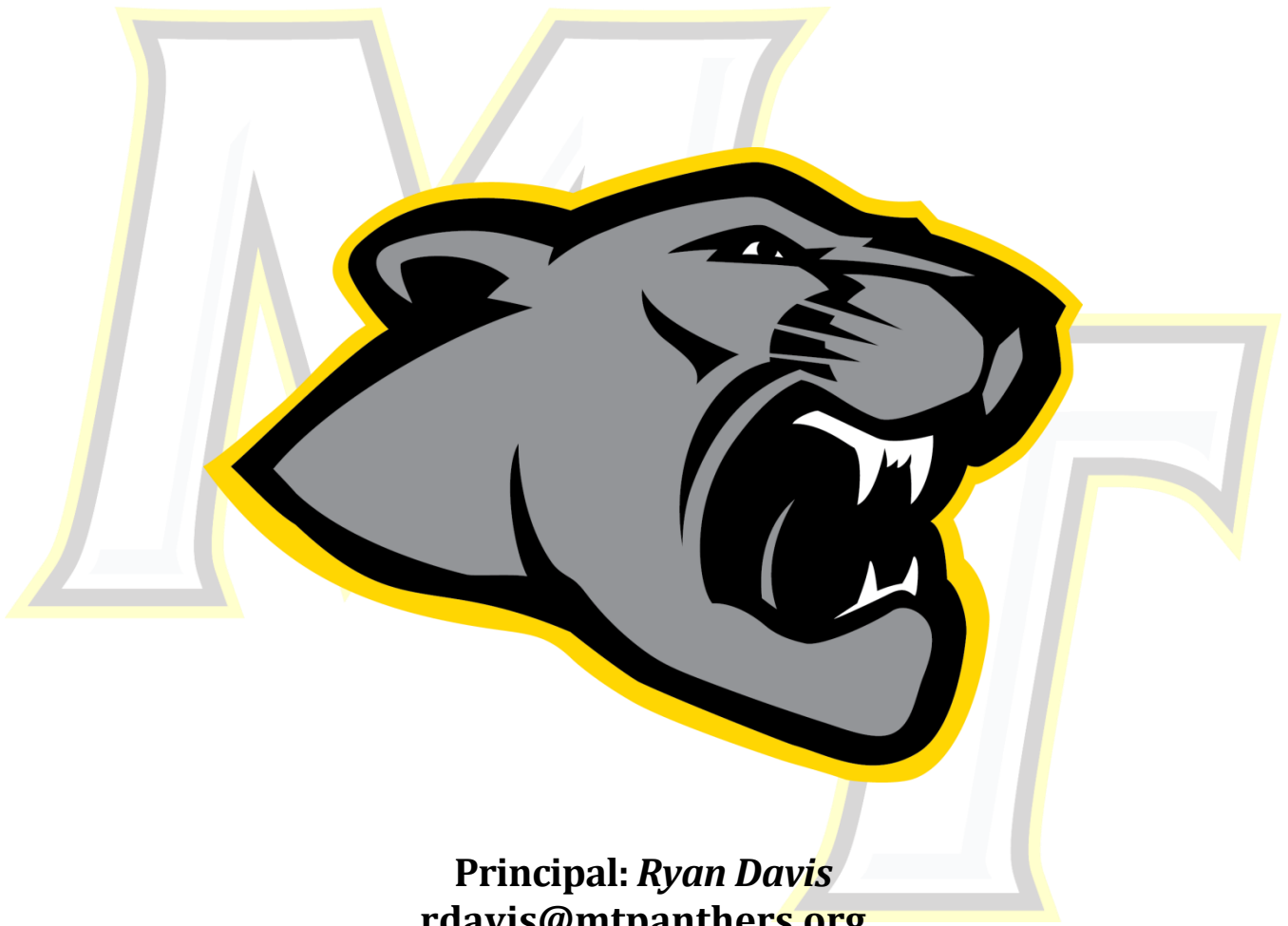


**Miami Trace Elementary School
Home of the Panthers
2018-2019 School Year**



Principal: *Ryan Davis*
rdavis@mtpanthers.org

Assistant Principal (PreK- 2): *Nicole Fatica-Mavis*
nfatica@mtpanthers.org

Assistant Principal (3-5): *Justin Lanman*
jlanman@mtpanthers.org

**THE MIAMI TRACE LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
3818 State Route 41 NW
Washington C.H., Ohio 43160
Telephone (740) 335-3010
<http://miamitrace.k12.oh.us>**

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**Mr. Rob Dawson
Mr. Charlie Andrews
Mr. David Miller
Mr. Mike Henry, President
Mr. Bruce Kirkpatrick**

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Mrs. Kim Pittser Assistant Superintendent
Mrs. Debbie Black Treasurer/CFO
Mrs. Amy Boston..... Curriculum Instructional Services/Title I
Mrs. Katie Abbott..... Curriculum Instructional Services
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Mr. Mathew Smart..... School Psychologist
Ms. Cynthia Reynolds..... School Psychologist
Mrs. Amy O’Dierno..... Special Education Director (PreK – 5)
Mrs. Jacqueline Morris Special Education Director (Grades 6-12)
Mrs. Dinah Hicks..... Speech Therapist
Mrs. Shasta Preston..... Speech Therapist
Ms. Lindsey Hill..... Speech Therapist
Mrs. Amy Gustin..... Technology Coordinator**

MIAMI TRACE SCHOOLS

**Miami Trace Elementary 333-2400
Miami Trace Middle School 333-4900
Miami Trace High School 333-4700
Miami Trace Central Office 335-3010**

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INTRODUCTION

We would like to take this opportunity to share the important information contained in the following pages of this Parent-Student Handbook. The information should serve as a guide for you and your child about the general operation of the elementary school in the Miami Trace Local School District. Our goal is to provide a quality learning environment for the students and staff. A school that is safe and promotes academic, social, emotional and physical development for all children shall be the standard.

We ask that you review the contents of the Parent-Student Handbook with your child. Please become familiar with the expectations for attendance, behavior, dress code, state mandated testing programs, services available and the many other general facts about our school. Doing this, will assist the persons involved in the education process to have a clear understanding of the excellence we hope to achieve.

A key to success in your child's education will be the two-way communication between home and school. We encourage you to contact your child's teacher on a regular basis for information, to relate concerns or to clarify matters. By working together, we can provide the best educational experiences possible for your child.

A solid educational background is a basis for future success. Elementary school is a time to help children develop academic skills as well as character, responsibility, honesty, self-discipline and caring for others that help them become productive citizens in our democratic society. It is our goal that Miami Trace Local Schools will achieve "Regional Educational Prominence".

Best wishes on a great school year!

David Lewis, Superintendent

Kim Pittser, Assistant Superintendent

FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teachers or the building principals. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevails. Current copies of Board policies and administrative guidelines are available at the Miami Trace Board of Education Office. If you believe that your rights under Federal Law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated, contact Mrs. Kim Pittser, Assistant Superintendent at the Miami Trace Board of Education Office, 3818 State Route 41 NW, Washington CH, Ohio or 740-335-3010.

MISSION STATEMENT

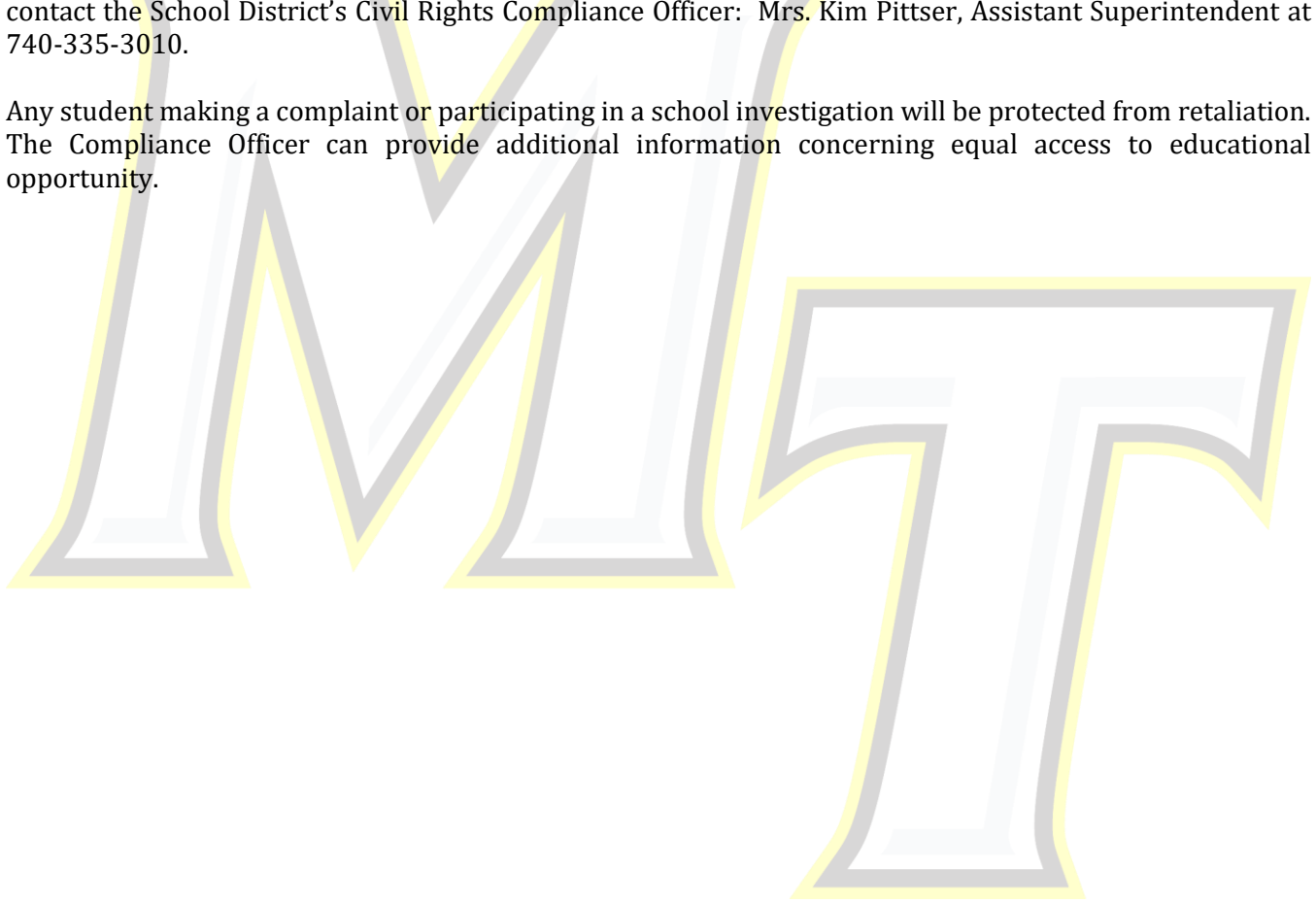
The mission of the Miami Trace Local School District is to provide a quality educational environment with opportunities and relationships that prepares student for future success.

EQUAL EDUCATION OPPORTUNITY

The Miami Trace Local School District provides an equal education 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, gender, or national origin while at school or at a school activity should immediately contact the School District's Civil Rights Compliance Officer: Mrs. Kim Pittser, Assistant Superintendent at 740-335-3010.

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.



**Miami Trace Elementary School
2018-2019 School Year
School-Parent Compact**

Dear Parents/Guardians:

Miami Trace Elementary School , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) , agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The purpose of a home-school partnership is to foster student achievement. Responsibility for improved student achievement should be shared by parents, teachers, and the student. Please read and discuss this compact with your child. Save it as a reference during the school year. Thank you for all your support. We know this will be a positive experience as we all work together.

TEACHER

- I will respect each child as an individual, each with his or her own unique talents and abilities.
- I will encourage students to view learning as enjoyable lifetime experiences.
- I will communicate progress with parents and share ideas for working with children at home with newsletters, notes, progress reports and conferences.
- I will teach Ohio's New Learning Standards required by the State of Ohio.
- I will provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

PARENT

- I will encourage my child's effort in schoolwork.
- I will read with my child on a daily basis.
- I will provide my child with a quiet, comfortable place to read and study.
- I will monitor homework assignments.

STUDENT

- I will show respect for other students and teachers by listening and participating in class.
- I will ask questions when I do not understand.
- I will read at home every day for at least 15 minutes.
- I will complete my daily assignments at school and at home.

It is the school's responsibility to provide high quality curriculum and instruction that will enable your child to meet high performance standards. We also need your support to meet these high standards. If you have any questions, please contact Mrs. Amy Boston at 740-333-2400, email address aboston@mtrace.org.

Sincerely,

Amy Boston
Miami Trace Local School District
Curriculum Instructional Services, K-5

Miami Trace Elementary
Parent Involvement Plan
2018-2019

We are committed to working together to provide the best education for your children. We encourage and need your input in making our school the best it can be. Thank you for staying involved in your child's education. We look forward to a successful year.

Statement of Purpose: The faculty of Miami Trace Elementary is committed to providing a quality education for all students and to recognizing the essential role of parents and the value of their input.

Goal 1: Provide parents with the opportunity to have input in the Parental Involvement Plan.

Strategies

- Provide parents with a copy of the school-parent involvement plan via the student handbook, website, parent teacher conference night or parent teacher organization meetings.
- Provide parents with opportunities to give input and suggestions for revision of the district or school plan through a variety of ways.
- Provide parents with a copy of the district's parental involvement plan via the website.

Goal 2: Provide an opportunity for parents and their children's school to jointly develop a School-Parent Compact that is to be implemented annually and includes: the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment; the way in which each parent will be responsible for supporting their child's learning; and strategies that will address the importance of ongoing communication between teachers and parents.

Strategies

- Review the School-Parent Compact annually
- Provide opportunities to review the compact with parents during parent teacher organizations meetings, open house, or parent teacher conference nights.

Goal 3: School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- Each teacher will send home a folder containing student papers each week.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress.
- Parents will have access to progress book, successnet, RAZkids, and other technological supports available through district curriculum.

Goal 4: Provide notice and information under the "Parents Right to Know" requirements to all parents in Title I schools, in an understandable and uniform format and, to the extent practical, in a language parents can understand.

Strategies

- Notify parents through, the school website and parent teacher organization meetings and other means that the faculty and staff are highly qualified and meet required standards.
- Notify parents, via a letter, if their teacher or paraprofessionals in their child's classroom are not highly qualified.

Goal 5: Provide opportunities for parental involvement capacity building at the school level.

Strategies

- Provide orientations for all parents interested in volunteering.
- Provide activities at a variety of times.
- Provide childcare is possible.
- Utilize a variety of communication techniques to enhance parent participation.
- Provide opportunities for community-based organizations and businesses to support the capacity building efforts of parental involvement.
- Provide opportunities to evaluate and identify barriers to successful parental involvement.

ATTENDANCE

I. Goal:

The goal of the Miami Trace school district is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success.

II. Attendance Guidelines

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused;

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

A. Short Term Personal Illness: For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. **The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school.** Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. **A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused.** If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

B. Long Term Personal Illness: If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

C. Chronic Illness: Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.

D. Head Lice: Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.

E. Illness or Injury in the Family: Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

F. Quarantine of the Home: Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.

G. Death in the Family: Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.

H. Observance of Religious Holidays: Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.

I. College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments: The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

J. Court Appointments: In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.

K. Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;

L. Other: The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
 - a. Missing the school bus.
 - b. Experiencing transportation problems at home or on the way to school.
 - c. Remaining at home to complete school assignments.
 - d. Missing school without legitimate illness.
 - e. Oversleeping.
 - f. "My mom didn't get me up."
 - g. Not having suitable clothing to wear to school.
 - h. Working at a job during the school day without a proper work permit.
 - i. Babysitting.
 - j. Any form of recreation (unless pre-approved vacation days).
 - k. Personal business that can be done after school or on the weekends.
 - l. "Helping at home" or "was needed at home."
 - m. "I had a game last night."
 - n. Pictures or portraits.
 - o. Hunting season.

V. Absence Notification Procedures

- A. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 9:00 a.m. and 11:00 a.m. on the day of the absence;
 - i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you phone.
 - ii. A reported absence may still be determined to be unexcused according to the absence policy.
- B. **Ways of Reporting Absences:** Absences will be considered reported if:
 - i. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
 - ii. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
 - iii. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

- A. If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.
- B. If a student is absent without legitimate excuse for thirty (30) hours without legitimate excuse, the student will be referred to the Miami Trace Absence Intervention Team.
- C. Once a student is absent for thirty-eight (38) hours in a month or sixty five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))
- D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)
- E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team. (RC 3321.191(C)(2))
 - a. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Fayette County Juvenile Courts for court filing.
- F. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

MAKING UP SCHOOL WORK:

It is the student's responsibility to make up work missed due to absence. Students choosing not to make up work will receive a grade of zero (0) for each day absent. Make-up work must be completed in all courses in as many days as the student was absent, unless other arrangements are made with the teacher. The schedule for make-up work may be adjusted by the teacher in cases of long-term illness or absences near the end of the school year.

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, contact the building principal.

PERMISSION TO LEAVE SCHOOL EARLY:

If a student must leave school early, the parent should put the request in writing. The parent or responsible adult must come into the building so that he/she may be identified and can sign the child out. The sign-out sheet will include the child's name, reason for leaving, time of departure, and with whom the child has left. These precautions are designed to protect the safety of the child.

TO AND FROM SCHOOL:

The school is directly responsible for supervision of students only while they are on school property during school hours. Once they leave school property, supervision becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. Misbehavior that occurs off school property is a police matter.

CLASS PARTICIPATION:

Students are expected to participate in all classes. Exceptions will be permitted only with a doctor's written excuse.

BUS INFORMATION

Transportation information is available by contacting the bus garage at 333-2480.

PUPIL AND PARENT RESPONSIBILITIES:

1. Parents and pupils must assume that school bus transportation is a privilege given to the student and not a right.
2. Pupils must ride their assigned bus. In case of emergency, parents may request, in writing, permission to deviate from the normal. Requests shall be made to the school principal.
3. Pupils must board or exit the bus at their designated stop and go directly to their designated place of safety. Any deviation from this rule must be approved by the school principal after receiving a note from the parents. A phone call to the Principal (in an emergency) will suffice.

4. Students are expected to be at the bus stop when the bus approaches in the morning. Since the busses are on a tight schedule, the driver will not wait if he/she is on time. Drivers are encouraged to be on time. They should never be early, but at times, they may be late due to reasons beyond their control. In case of bad weather or a late bus, one should listen to WCHO or FM WVNU for information about the busses.
5. All drivers are required to stop at all designated stops but are not required to wait for a student if the bus is on time.
6. Students are expected to enter and exit the bus in an orderly single file.
7. Students are to sit three to a seat when necessary and are not permitted to stand while enroute.
8. If it is necessary to cross the road after leaving the bus the student should wait for a clear sign from the driver and should cross in front of the bus.
9. Eating, drinking, and littering are not permitted on the bus.
10. The use of alcohol, tobacco, and non-prescribed drugs is not allowed.
11. Nothing shall be thrown out of the bus nor shall anything be held so that it protrudes from the bus.
12. The use of profane language is not allowed.
13. All parts of the student's body shall be kept inside the school bus at all times.
14. Noise on the bus shall be kept to a minimum at all times, and absolute quiet must be maintained at railroad crossings and other danger areas.
15. Students and parents will be responsible for any personal acts of vandalism to the bus.
16. Students must remain in their seats at all times unless otherwise specified by the driver. The driver is authorized to assign seats if necessary.
17. Students should not block the aisle with their feet, bodies or packages.
18. Students may carry packages of reasonable size on the bus as long as they are held on the lap.
19. Animals, weapons, ammunition, explosives, knives, glass jars, and other dangerous or sharp objects are not permitted on the bus.
20. Large items, such as projects for science fairs, must be transported to school by personal vehicle.
21. Large equipment, such as band instruments and football equipment may be transported on the bus if there is room for storing the equipment in the rear of the bus. The driver may refuse to transport this equipment if it blocks the aisle.
22. Only authorized passengers shall be transported on the school bus.
23. Cell phones are NOT permitted to be out on the bus.
24. The driver has the authority to enforce bus regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Disorderly conduct, bullying, harassment, or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse a pupil transportation service due to misconduct, the school administration shall notify the parents of such refusal with a full explanation of this action. The bus driver then shall not permit the pupil to board the bus at his/her home until the period of suspension expires. Students are still expected to be in attendance at school while suspended from riding the school bus.

IN CASE OF INCLEMENT WEATHER OR LATE BUS, STUDENTS AND PARENTS WILL BE ADVISED BY THE ONE CALL SYSTEM OR BY CHECKING FACEBOOK.

BUS CODE

Minor Infractions (including, but not limited to, the following):

- Students to be at bus stop 5 minutes before the bus is scheduled to arrive
- Improper boarding and departing procedures
- Large objects may be transported but must be kept on the students lap and clear of aisle
- Bringing, utilizing, or displaying any article aboard bus of injurious or objectionable nature without proper authority
- Failure to remain seated facing forward
- Moving without permission or while bus is in motion
- Annoying, disrespectful comments to driver or other riders
- Hanging any object or thing out window
- Spitting or littering
- Unnecessary or loud noise which distracts driver
- Disrespect to the safety and property of others
- Eating food, drinking beverages
- Use of profanity or obscene gestures
- Insubordination

Penalty for school bus incident report with any one or combination of the above minor infractions (*):

1st	Warning
2nd	1-3 day bus suspension or ISD
3rd	3-5 day bus suspension
4th	10 day bus suspension
5th or more	Referred to administrative assistant for minimum 10 day suspension and possible bus expulsion.

Major infractions (Including but not limited to the following):

- Fighting or other violent actions endangering others
- Throwing objects which contact driver, passengers, or front of bus
- Use/distribution/possession of weapons, explosives, or fire
- Use/distribution of tobacco
- Profanity directed at driver
- Rude, disrespectful, discourteous, or offensive comments toward driver
- Possession, use, distribution of alcohol, drugs, drug surrogate
- Vandalism or destruction of property (student liable for restitution)
- Failure to follow bus rules after previous write-ups

Penalty for school bus incident report with any one or combination of the above major infractions:

1st	Minimum 5 days off/and/or school suspension
2nd	Minimum 10 days off/and/or/school suspension/referral to administrative assistant
3rd	Immediate suspension from bus, pending a bus expulsion hearing with Superintendent

***At principal's discretion, one of above minor infractions may be handled with some type school punishment (demerit, I.S.D., or O.S.S.).**

***If a student exhibits good behavior for a long period of time (6 weeks), the penalty for minor infractions may be decreased or another warning issued.**

In all bus incident reports, bus driver recommendations for punishment will be strongly considered.

School authorities are not obligated to investigate incidences on the bus. The bus driver is authorized to maintain control on the bus and their version of incidences will be acted on.

ADMINISTRATIVE GUIDELINES FOR “SURVEILLANCE ON SCHOOL BUSES”:

Please refer to Miami Trace Board Policy 7440.01 Video Surveillance and Electronic Monitoring for policies regarding the use of recording devices on school buses.

CANCELLATION/EARLY DISMISSAL

It may be necessary to cancel school, dismiss school early or delay the start of school because of the weather or other unforeseen conditions. **Do not call principals, bus garage, teachers, central office, or the radio stations**, concerning school dismissal. As soon as a decision is made, the announcement will be aired on WCHO (1250 AM or 105.5 FM)/WVNU (97.5 FM)/WBNS-TV (Channel 10)/Ohio News Network. You may call the school line (740-333-2400) for cancellations or delays between the hours of 6:00 A.M. and 8:00 A.M. You may also access our district website or Facebook for information.

Arrangements must be made at the beginning of the school year with a neighbor or someone close that can take care of your child in case school is dismissed early. Children will have to ride their usual bus home unless stated otherwise on the Early Dismissal Letter sent home at the beginning of the year.

CARE OF SCHOOL PROPERTY

Good citizenship requires that each student must do his/her part to make the school a clean and attractive place in which to work and to learn. It is important to the total welfare of the school that students use self-discipline in the care of school property. Students are encouraged to report anyone who is damaging or defacing school property. Students who intentionally or accidentally damage, deface, or steal school property shall be responsible, along with their parents, for paying for losses or damages. In addition, intentional acts may result in suspension from school, and/or law enforcement may be involved.

CARE AND APPROPRIATE USE OF COMPUTER TECHNOLOGY AND NETWORKS

Students are responsible for appropriate/ethical use of the computers and any other equipment, as well as any networks that may be established. Guidelines include: (1) Proper care and use of computer equipment. (2) Use appropriate language. (Profanity and obscenity will not be tolerated). (3) Avoid offensive or inflammatory speech. (4) Adhere to rules of copyright. (5) Use of technology for any illegal activities is prohibited. (6) Impersonation is not permitted. (7) Navigation through Internet sites shall be directed by classroom instructor/supportive staff. Exemplary behavior is expected when using computers as a communication tool. Students failing to follow these guidelines are subject to loss of computer privileges and/or suspension.

CHEATING POLICY

The faculty and administration in the Miami Trace Elementary School strive to maintain a high level of honesty and integrity among the district’s students. We believe that these characteristics are important qualities for all people to develop. Incidents of cheating will be dealt with according to the Code of Conduct.

CHILD NUTRITION PROGRAM

School meals provide a learning situation for your child. Children are introduced to a variety of foods and also learn the responsibility of caring for money, taking turns in a democratic manner, and helping to keep the cafeteria clean. Learning and using good manners are also stressed. Any parent who has any questions concerning the Child Nutrition Program may call the Food Service Coordinator at (740) 335-3010.

National School Lunch Program

The Miami Trace Local School district participates in the National School Lunch Program. Under this program all schools who participate must make free and reduced price meals available to eligible students. The menus are designed so that over a period of one week, school lunches will provide children with approximately one-third of the nutrients they need according to the recommended dietary allowances and one-fourth for breakfast. The menus are planned using available government commodity food products from the United States Department of Agriculture as well as purchased food products.

In order to increase the acceptance and consumption of nutritious foods, we have the opportunity to use the government program "Offer versus Serve" option at all our schools. This provision is intended to reduce food waste by allowing children to choose three of the five meal components offered each day. To promote milk consumption, we offer a variety of 1% white, low fat chocolate and strawberry milk.

The Free and Reduced Price Lunch Program

Free and reduced price meals are available to students who qualify and meet the eligibility guidelines. Students who qualified the previous school year are automatically qualified for the first 30 days of the new school year. **However, after 30 days, a new application must be completed to continue meal benefits.** Applications will be sent home with your child the first day of school. If you do not receive one, call the school office and request that one be sent home to you. **The applications are also available on the school website.**

Applications are accepted any time during the school year. Parents who have a change in employment or income any time during the year may apply for benefits.

Lunch and Breakfast Prices

Our food service program must be self-supporting through the payment for student meals. We do our best to keep the lunch prices reasonable and offer the highest quality meals and service to your child each day. Each meal includes five components: an entrée with two-three oz. of meat or meat alternative (cheese/peanut butter etc.) and one-two servings of bread, a serving of fruit and a serving of vegetables and an 8 oz. container of milk. To make a meal, students must take at least three of the five components- including 1 fruit or 1 vegetable component. We encourage students to take all five components to receive the greater value for the cost.

See menu or website for current lunch and breakfast prices. Pricing is subject to change with Board approval.

How to pay for school meals

The Miami Trace Local School District has a computerized point-of-sale (POS) system that makes paying for meals very easy. Families don't need to worry about sending money every day and being concerned about it getting lost.

Benefits of using the Point-of-Sale (POS) System

- ❖ Staff and Students receive faster service in check out lines.
- ❖ Full-pay, reduced, and free meal status accounts are handled in the same manner.
- ❖ Detailed information and meal account reports are available to families.
- ❖ Accurate records for state and federal reporting purposes are generated.

How can I pre-pay money for my child's account?

Your student's meal account operates as a **Debit System**, meaning money should be placed on your student's meal account **prior** to the days your child needs to purchase lunch.

To ensure your child's STUDENT MEAL ACCOUNT is properly credited, please place your student's prepay money in an envelope with the following information included on top:

- ❖ Student Name
- ❖ Student's Grade
- ❖ Student's Teacher
- ❖ Amount included

Checks should be payable to *Miami Trace Local School District*. Please write student's name on your check.

EZ Pay System

If you are interested in utilizing our online EZ Pay System to place money in your child's lunch account, please see the information on our district website.

May my child pay cash for a lunch?

Yes. Cashiers will accept cash. But please allow us to remind you again that when students use their meal accounts, service is much faster.

May anyone use my meal account, such as a brother or sister?

No. Only one person to whom the account has been assigned may use the account. However, we can transfer money from one sibling to another. Please send a detailed note along with your check when asking for one check amount to be deposited into more than one account.

What is the Charging Policy?

Miami Trace Schools recognizes the parent's/guardian's responsibility to provide lunch for their children. Proper nutritional intake is essential for adequate learning to occur.

Charging refers to anytime a student does not have enough money to cover his or her meal at the point of sale. Breakfast, milk or ala carte items cannot be charged. Students may charge school meals in emergency situations only. The charge privilege is allowed so that students are not denied meals because they lost or forgot their lunch money. These charges must be paid within one week from the date of each charge. Pre-payment for meals is strongly recommended.

Elementary school students have a limit of only five (5) lunch charges. Once a student reaches that charge limit, and because Miami Trace will not let a child go hungry, we will offer only a cheese or peanut butter sandwich and milk. The student's lunch account will be charged the ala carte price for these items, and the parents are responsible for these meal charges.

ALL LUNCH CHARGES ARE EXPECTED BE PAID BY THE 20TH OF MAY OF THE CURRENT SCHOOL YEAR. NO MEAL CHARGES WILL BE ALLOWED AFTER THIS DATE.

ANY UNRESOLVED NEGATIVE BALANCES WILL BE CARRIED OVER TO THE NEXT SCHOOL YEAR.

How will I know when the meal account is getting low on funds or has a negative balance?

You may call the school cafeteria and speak with the kitchen manager or cashier to obtain the balance on your child's STUDENT MEAL ACCOUNT. The Food Service Coordinator will periodically send out balance sheets to *all* students. This way you are kept aware of your student's balance and can see when it is time to replenish the account.

When necessary, Negative Balance Notices will also be given to the students to take home. After two negative balance letters are sent home, a courtesy phone call will be made to the home. If the child's charge balance grows to minus \$20.00, assistance from the county Social Services may be requested.

We welcome the opportunity to work with parents if the household is facing financial difficulties.

If you still have questions about your student's account, the cashier can give you a printout of the month's transactions or you may contact the Mr. Gary Campbell, Food Service Coordinator at 740-335-3010.

Can I send one check for lunch AND another activity?

No. It is necessary that lunch money be kept separate from other school funds.

If my child asks for cash back will he/she get cash back?

No. For your protection, we will not give change back to a student from a check. We want to make sure the money you sent to be used for meals goes directly for meals only. Also, any change left from a cash purchase is placed in their STUDENT MEAL ACCOUNT. This service is provided in response to concerns of parents who indicated that change was lost on the playground or thrown away off the lunch tray. The change then accumulates on the account providing funds for later use.

What if my child still has money in his/her account at the end of the school year?

We will carry your child's balance to the next school year. Should families move from the district, money remaining on student meal accounts will be refunded to the parent or guardian. Please contact the Food Service Coordinator at 740-335-3010 for information regarding the request for a student meal refund.

What if my child's account shows a meal was eaten when I know that I packed a lunch?

There have been some instances of hungry, growing kids who have eaten their home-packed lunch on the bus or on the way to school, and then eaten a school lunch as well. If the school is offering a popular menu for lunch, the child may be tempted to have lunch at school instead of eating the packed lunch. Personnel in your child's lunchroom will gladly research any purchases you question and make adjustments to your child's student lunch account if necessary.

I don't trust computers. How do I know the records are accurate?

We can run an account history of your child's account all the way back to the start of the school year, **as well as the previous school year**. We can tell you every time the account was accessed, and every time a deposit was made.

Food Allergies-Important Notice

Parents of student with allergies: The school nurses notify the cafeteria of any students with food allergies, and **a copy of the doctor's order** will be kept on file in the food service department, and will also be noted on our cash register system, alerting staff. A highlighted notice is put on your child's account in the dietary notes with the list of food restrictions. A pop-up flag is displayed each time your child's account is accessed. Please contact the school nurse if your child has any food allergies or restrictions.

Students who are lactose intolerant must have a written notice from a health care professional in order to receive a fruit juice in place of milk. USDA guidelines prohibit serving substitute drinks to students without written medical directives from a medical authority. **Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program. If desired, fruit juice may be purchased at ala carte pricing, in addition to the school meal.**

If you have any questions regarding the school food service program, please contact Mr. Gary Campbell, Food Service Coordinator at 740-335-3010.

CLINIC

The Miami Trace Elementary School has a clinic in which students will have access regarding health care needs. The clinic will be staffed by nurses from the Fayette County Health Department.

CODE OF CONDUCT

Miami Trace personnel believe that an orderly school setting is essential for effective learning.

An orderly building starts with the individual student. Students, who know that standards for good conduct will be consistently enforced, learn several important lessons for lifetime citizenship.

First, children learn responsibility for their behavior. Children, who do not follow the rules, must experience the consequences of those choices. The staff of Miami Trace Elementary School implements the TEAM expectations with all students: **T**reat others as you want to be treated; **E**very day, come prepared to learn; **A**lways be respectful; **M**ake good choices.

Second, the children learn that a large group setting, such as school, often requires putting the needs of others first. Children must learn to take turns, to use good manners, to control selfish impulses, and to follow the rules of the classroom, the playground, the cafeteria, and the bus.

Third, the elementary program tries to teach the qualities of integrity, responsibility, independence, kindness, and self-control. These qualities are essential for the functioning of a democracy and a free-enterprise system and are a primary goal of our school system. Disciplinary actions remind children that their actions that violate these qualities will not be tolerated.

When an elementary child's conduct warrants intervention by the Principal, the Principal will determine whether the case will be dealt with on an individual basis or whether the misbehavior will be punished according to the Code of Conduct.

Because the younger elementary child's self-control and moral sense are still developing, the Principal in most cases will take into consideration such factors as the child's developmental level and his/her understanding of the seriousness of the infraction. Often, simply talking to the child about the misdeed will prevent any further

incidents. If the infraction is more serious in nature or if it is a repeat offense, other measures, such as detention, in-school isolation, suspension, or court action will be enacted.

The following sections define and detail prohibited behavior, as well as specific consequences. The age of the child, the nature and degree of the misconduct, and limitations within the building may cause differences in how disciplinary actions are enforced. In general, parents will be informed of persistent and/or serious behavior problems.

POSSIBLE ACTIONS TO BE TAKEN:

The following are examples of disciplinary actions that the administration may enforce, since it is not possible to anticipate all circumstances which may arise.

It should be noted that students may be excluded from participation in any school or extracurricular activity or honor due to a violation of the Code of Conduct.

DETENTION:

Detention can be assigned to students by any member of the administration or faculty. The number of assigned detentions depends on the student's misbehavior. In most cases 1-5 days is typical.

When assigned detention, students will be required to report to the detention area on time and complete all assignments as required. Students are to bring appropriate materials for working (textbooks, paper, pencil, etc.). Failure to complete assignments or obey detention rules may necessitate additional time in detention. Failure to serve assigned detention may result in further disciplinary actions.

CORPORAL PUNISHMENT:

Corporal punishment (paddling) is specifically authorized under Ohio law. However, the Miami Trace Local School District has banned corporal punishment.

PHYSICAL RESTRAINT:

Occasionally, physical restraint must be used to protect others or to prevent the student from leaving the school grounds. Physical restraint is also authorized by Ohio law.

IN SCHOOL DETENTION:

The assignment of an in-school detention (ISD) is a major disciplinary action. ISD can only be assigned by the principal or assistant principal. While in ISD (Room 332), students will be withdrawn from regular classes and isolated from the rest of the student body. Students will receive, and are required to complete all classroom assignments during ISD. Students may not be allowed to attend or participate in any school related activity on any date for which ISD has been assigned. Students are not to participate in weekend school activities if the ISD is to continue the following week. Failure to complete all assignments or to obey ISD rules may necessitate additional time in ISD, At-Home Suspension, OSS, or further disciplinary action.

Students assigned to ISD are to bring appropriate classroom materials. No communication is allowed with other students, and no sleeping permitted. Students will receive restroom breaks and a supervised lunch break. Parents will be informed of ISD assignment by 1.) Student Copy and/or 2.) Telephone notification.

AT-HOME SUSPENSION:

At-home suspension provides an alternative form of major disciplinary action to an in-school isolation or out-of-school suspension and allows the students the option to complete their assigned school work with parental instruction and supervision. At-home suspension can only be assigned by the Principal or district office administrator. Students and parents will be notified in writing of the intent to suspend. A copy of this suspension form and the intent to suspend form will be placed in the student's permanent record. While serving at-home suspension, work can be made up and credit given. Students must assume responsibility for obtaining and completing assignments.

OUT-OF-SCHOOL SUSPENSION:

The assignment of out-of-school suspension is also a major disciplinary action that can be assigned by the Principal or district office administrator. Students and parents will be notified in writing of the intent to suspend. A copy of this suspension and the intent to suspend will be placed in the student's permanent record. While serving an out-of-school suspension, students are not allowed to make up work. In most cases, an out-of-school suspension will have a significant detrimental effect on a student's grades.

ALTERNATIVE SCHOOL:

The assignment of alternative school is another major disciplinary action. Fourth and fifth grade students may be assigned to the Alternative School. The Alternative School operates in cooperation with the Fayette County Juvenile Court.

EXPULSION:

The most severe form of disciplinary action is that of removing a student from the school premises for a period of time by means of expulsion. Only the Superintendent can expel a student from school.

REFERRAL TO MEDIATION/JUVENILE COURT:

In certain cases, a referral to Mediation/Juvenile Court will be made.

DRUG-FREE SCHOOLS:

In accordance with Federal law, the Miami Trace Local School District prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a look-a-like controlled substance. Compliance with this Federal law 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 the student handbook, up to and including expulsion from school. When required by State law, the District will also 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 counselor whenever such help is needed.

VIDEO CAMERAS IN SCHOOL:

The Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras are in use in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules, or laws shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student educational record or a staff member’s personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

HARASSMENT AND/OR BULLYING:

The harassment and/or bullying of other students or members of staff, or any other individuals is/are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

INTERROGATIONS AND SEARCHES:

The school district has custody of the students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student’s rights with respect to questioning by law enforcement officials. The administration has developed district regulations to be followed in the case of law enforcement interview.

Lockers are the property of the school district and are subject to search. Searches of students’ personal belongings are permitted when deemed necessary upon reasonable suspicion and/or for the well being of the students.

**SPECIFIC INFRACTIONS AND PENALTIES:
School Code of Conduct**

(CLASS I)

- . Bullying (subject to bullying policy).
- . Cheating on homework, class work or tests
- . Display of affection
- . Disruptive actions in school or class
- . Gum (While not acceptable, a gum demerit should not be given until other classroom interventions have been utilized.
- . Horseplay (rough, potentially dangerous activity)
- . Inappropriate comment
- . Not in assigned area
- . Rudeness
- . Talking.
- . Tardy to class
- . Throwing, spitting, flipping objects.
- . Unprepared for class.
- . Violation of specific class or school rule.

PENALTY FOR CLASS 1 – May result in:

Demerit, restitution and/or teacher assigned alternative

(CLASS II)

- . Accumulation of 5 or more demerits in a week
- . Altering or forging notes or grades.
- . Bullying (subject to bullying policy)
- . Complicity to theft/assumption of ownership of school related materials.
- . Destruction of property
- . Display of affection
- . Disruptive Behavior
- . Excessive distraction to others
- . Eight tardies to school in semester
- . Internet violation.
- . Inappropriate contact with staff.
- . Imitating Drug Use (Ex. – sniffing salt, candy, etc.)
- . Lying/deception to staff member.
- . Leaving school grounds without permission.
- . Not following procedures after requests.
- . Profanity, obscene gestures, or obscenity.
- . Prank 911 Call
- . Racial slurs
- . Rudeness to staff and others
- . Truancy
- . Three removals from class for continuous, disruptive behavior
- . Unauthorized access to district network or computers
- . Unwarranted contact/threats with/towards another student. (Harassment)
- . Second cheating offense

PENALTY FOR CLASS II – May result:

Up to 5 days ISD and necessary restitution or AHS, lunch ISD, Alternative School

(CLASS III)

- . Bullying (subject to bullying policy)
- . Continuous disruptive behavior.
- . Destruction of property
- . Disruption of ISD
- . Fighting
- . Fourth Class II offense
- . Horseplay (rough, potentially dangerous activity)
- . Inappropriate contact with or comment.
- . Inappropriate sexual conduct
- . Insubordination
- . Profanity, obscene gestures, or obscenity.
- . Punching
- . Racial slurs (directed towards another person)
- . Rudeness to staff and others
- . Theft
- . Tobacco and/or nicotine possession/use/distribution (includes electronic cigarettes)
- . Use/possession of fire, explosives, or other incending devices

PENALTY FOR CLASS III – May Happen:

Up to 10 days AHS/ up to 10 days OSS/ Alternative School/
Necessary restitution

Special counseling which may involve intervention assistance team meeting, mediation, unruly charge in juvenile court, contact local Sheriff's Dept. to assist in matter.

(CLASS IV)

- . Accumulation of seven or more of the same demerits will be evaluated by school administrators.
- . Assault or battery
- . Bullying (subject to bullying policy)
- . Disruption of school, school function, or administrative duties
- . Failing to satisfactorily complete AHS
- . Felonious conduct
- . Insubordination
- . Possession of weapon
- . Possession/use/distribution of tobacco (Second offense or higher)
- . Refusal by student or parent of assigned penalty
- . Sale/possession/use/distribution of alcohol, drug, drug surrogate, paraphernalia, mood altering, enhancement, or controlled substance.
- . Stating or initiating plans to create a crisis at Miami Trace to any persons (student, staff) or property
- . Third Class III offense
- . Two or more times fighting

PENALTY FOR CLASS IV – May result:

Up to 10 days OSS

Alternative School

Special counseling (see above)

Necessary restitution or expulsion

Contact local Sheriff's Dept. to assist in matter.

Charges may be filed.

NOTE: - For alcohol and drug related infractions, it is strongly recommended that students seek assistance

through an appropriate drug rehabilitation center or agency.

If a student's presence poses a danger to person or property or poses a threat of disruption to the academic process or extra-curricular activities, that person may be removed from the premises.

Students will be suspended, expelled, or removed in accordance with the Code of Conduct adopted by the Miami Trace Local School District in accordance with provisions of the Ohio Revised Code.

APPEAL TO BOARD:

A pupil or his/her parent or guardian may appeal his/her expulsion or suspension by the Superintendent or Principal to the Miami Trace Local School District or its designee. Such pupil or his/her parent or guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.

REMOVALS:

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then the Superintendent or Principal may have the student removed from the premises during a curricular or extra-curricular activity.

CONCEALED WEAPONS:

In accordance with Ohio Revised Code 2923.126I, unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto school grounds or any Board-owned vehicle.

COMMUNICABLE DISEASES:

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES:

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, pink eye, ringworm, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES:

The Miami Trace Local School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune

Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CURRICULUM: What will my child learn?

The Ohio Department of Education adopted common core standards in Mathematics and English Language Arts. There are Ohio developed standards in science; social studies; technology; and the fine arts. These standards clearly state what all students should know and be able to do for each grade level from Early Childhood to Grade 12. At Miami Trace, standards serve as the basis of all our curriculums.

DIRECTORY INFORMATION

Based on ORC3319.321, directory information including student's name, address, telephone number, and age/date of birth is available upon request. Parents/Guardians may request that directory information not be released.

DRESS CODE:

The general appearance and dress of students should be acceptable to all people concerned: parents, faculty, fellow students, and the community as a whole. Good grooming practices are part of a student's general education. Clothing worn by students must not present safety hazards or distractions to learning. The school reserves the right to question the dress and appearance of any student and to require improvement before admission to class. For these reasons the following dress code has been established for kindergarten through fifth grade students.

DRESS CODE FOR KINDERGARTEN THROUGH FIFTH GRADE:

1. All students are to be clean and neat.
2. A student shall dress in a way that is not disruptive to the educational process or injurious to safety or health.
3. Hair is to be clean, neatly groomed and out of the eyes.
4. Clothing is to be appropriate for school and worn in the manner in which it was intended. Lack of appropriate clothing may restrict children from outside activities.
5. Ball caps, headbands, scarves, and other head apparel **are not** to be worn in school.
6. See through clothing, tight-fitting clothing, bare midriffs, short shorts, biker shorts, straps less than 1" in width and tank tops with large arm and neck openings cannot be worn.
7. Distracting pictorial designs or markings, insignias related to drugs, alcohol, gangs, tobacco, and inscriptions with double meanings are not considered appropriate clothing.
8. Students may wear shorts. Neither short shorts nor tight-fitting shorts are to be worn to school.

9. Coats, jackets and sunglasses intended for outerwear **are not** to be worn in class.
10. All students must wear appropriate shoes.
11. Earrings and other jewelry, as well as loose-fitting clothing, present hazards to students' safety while in certain classes or activities. Any article of clothing which may present a health or safety hazard **is not** to be worn.
12. If the teacher and/or administrator feel(s) clothing is not appropriate for the school situation, the student will be counseled by the administrator or isolated until appropriate clothing is brought to school.

DRIVING TO SCHOOL

No elementary student is permitted to drive a motorized vehicle to school.

ENROLLMENT IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides; unless enrolling under the District's open enrollment policy or unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or passport,
- B. An original and complete court document allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations,
- E. Social security number.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the Miami Trace Local School District during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Miami Trace Local School District during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the Miami Trace Local School District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. 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.

FEES, TEXTBOOKS, AND WORKBOOKS

Textbooks are supplied by the Miami Trace Local School District. Students are held responsible for the books, and fines may be levied for damaged or lost textbooks.

Fees must be paid, and consumable supplies must be purchased by the students. The payment of fees is expected by the end of the first nine-week grading period. If complete payment cannot be made by then, the parent must make arrangements with the building principal to make payments. Payment must be made before the student will be allowed to sell fund-raising items at school or have school pictures taken. Parents may make an appointment to come to school to look at his/her child's grades. Fees will be waived in situations where the appropriate verification forms are on file with the office.

Students should consider library and textbooks to be an important resource for their education. Fees for lost or damaged library books or textbooks will be assessed by the school. **Unpaid fees will roll over to the next school year.**

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. 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.
- Students who violate school rules may lose the privilege to go on field trips.

FIRE, TORNADO, AND LOCKDOWN/SAFETY DRILLS

Fire, tornado, and lockdown/safety drills at regular intervals are required by law and are important to safety. A fire/tornado plan is posted in every room. It is important that everyone act promptly and obey directions when the alarm sounds. Students will be informed of fire, tornado, and safety drill procedures at various times throughout the year. Emergency evacuation procedures are handled at the building level.

GRADING

REPORT CARDS AND INTERIM PROGRESS REPORTS:

Report cards are sent home with students at quarterly intervals. The report card/envelope is to be signed by the parent or guardian and returned to school as soon as possible. The grades the student earns are generally based on daily class work, homework grades, test scores, and class participation. Certain courses may include projects or other requirements that will contribute to the report card grade. Effort, attendance, and other factors may also influence a student's grade.

If you have a question or concern in this area, please contact your child's teacher as soon as possible.

The Interim Progress Report is distributed between report cards. It is designed to keep parents informed in a general manner as to their child's achievement. The interim report envelope is to be signed by the parent or guardian and returned to school as soon as possible.

DISTRICT GRADING SCALE:

The Board recognizes the place and priority of assessment of student performance on a fair, appropriate, and consistent basis. In order to ensure fairness and consistency throughout the district, the Board recognizes the need for a uniform grading scale.

The district has adopted the following letter grade scale for students in grades 5-12:

92-100 = A

83 - 91 = B

70 - 82 = C

60 - 69 = D

59 - Below = F

While the selection of factors and determination of relative weight of various aspects of school performance is best left to the professional discretion of the individual teacher, all teachers in grade 5 will use the above scale to determine final grades for students' report cards. Teachers in grades K-4 report student achievement using a standards based report card. The performance level descriptors are as follows: Exceeds Standards (+), Achieving Standards(=), Making Progress (^)and Not Yet Making Sufficient Progress(--).

GUIDANCE

Guidance services are provided to elementary students in the Miami Trace School District by school counselors with specialized training and experience in dealing with elementary children. The primary responsibility of the elementary guidance program is to assist teachers, administrators, and parents in working together for the benefit of the child. The elementary school counselor provides this assistance, as well as working with children directly in individual, small groups, or classroom settings.

A developmental guidance program has been planned which is continuous, cooperative, and builds on the strengths of all students. Preventative guidance activities are addressed by classroom teachers through various courses of study and by effective classroom management. Additional preventative guidance activities may be conducted by the guidance counselor in grades K-5.

Early identification of students with special needs or problems requires teamwork and cooperation of teachers, principals, counselors, and parents. The team may seek additional consultation or referral to another school or community agency. Teachers can express concerns about individual students on a brief referral form available in their building or from the counselor. Elementary guidance is based on the old adage, "An ounce of prevention is worth a pound of cure," and strives to intervene in students' lives before serious problems develop.

The counselor's time is spent on the following tasks: early identification, teacher-consultation dealing with students' special needs, orientation for new or displaced students, small group and individual counseling with students, referral and coordination with community agencies, classroom activities, and parent conferences. Career education, goal setting, and planning for the future are important aspects of the elementary guidance program.

School counseling services are not intended to be a cure for serious or long-term emotional problems of students or parents. The school counselor provides a contact between school, home, and mental health agencies and serves as a referral source for students in need of extended counseling services. Please feel free to contact the counselor through our elementary school daytime phone number.

HARASSMENT BY STUDENTS

Students who engage in harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Harassment is any activity of a nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a nature, name-calling, pressure to engage in activity, repeated propositions, exposure, and unwanted body contact.

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

HEALTH AND WELLNESS POLICY

The Miami Trace Local School District has implemented a Health and Wellness Policy in order to comply with 42 USC 1751 Section 204, which requires that any local educational agency participating in the National School Lunch Program establish a local school wellness policy.

As stated in the policy, **the school, excluding Pre-K and Kindergarten, shall limit the number of celebrations involving serving food during the school day to no more than 3 parties (Whole School Birthday Party, Christmas, and Valentine's Day) per year. Healthy food is encouraged.**

HOMEWORK POLICY

There is limited evidence to demonstrate that homework benefits students below the high school level. One study suggests that students who are economically disadvantaged are at an increased disadvantage due to lack of parental involvement and are unintentionally penalized because their environments often make it almost impossible to complete assignments at home. Another study suggests that homework interferes with family time and suggests that students who have additional assignments to complete at home have less positive attitudes towards school.

At Miami Trace Elementary, the only daily, on-going responsibilities given to students outside school hours are to practice reading and math fact fluency. Students should be able to practice reading and practice math facts each night either individually or with parent support. Most parents should be equipped to support their child with both of these activities. Less homework and out of school projects will afford students more opportunities for play and increased family time.

Math practice should be done in math class. Students should be given ample time to learn, practice, and master new concepts under the close supervision of the teacher. Ongoing feedback from the teacher ensures that students are practicing correctly. Essays should be written in class. Writing, which is one of the most challenging and comprehensive skills students learn, often demands the constant monitoring and feedback of the teacher.

Projects assigned by teachers should be meaningful and will be constructed /developed during the school day. This will allow students equal access to the information, materials needed for students to create a successful project, and ongoing feedback from the teacher. An increased emphasis on technology integration and less emphasis on project boards will help our kids to become college and career ready.

Our students will continue to shine because teachers make efficient use of the school day, focusing on those things which are most essential to the development of the child.

HONOR ROLL

The purpose of the honor roll is to give recognition to students in grades 5-12 who achieve scholastic excellence. The two categories of recognition are determined as follows: Honor Roll, the student's grade point average must be between 3.5 and 4.0; Honorable Mention, the grade point average must be between 3.0 and 3.499 average. A grade of D or F in any subject disqualifies a student from being on the Honor Roll or Honorable Mention. When these lists are published in the newspaper, students will be listed in the above two (2) categories in alphabetical order. Students earning 4.0 averages will be recognized individually.

Major subjects, such as language arts, mathematics, reading, science/health and social studies will be weighted based on a four-point scale. (A=4.0; B=3.0; C=2.0; D=1.0; F=0). Art, music, band, and physical education will be weighted on a one-point scale. (A=1.0; B=.75; C=.50; D=.25; F=0).

IMMUNIZATION

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister, or practitioner of their faith.

- 5 DPT (Diphtheria, Pertussis, Tetanus)
- 4 Polio
- 3 Hepatitis B
- 2 *MMR (Measles, Mumps, Rubella) for students entering K
- 1 Varicella (Chicken Pox) for students entering 1-3
- 2 Varicella (Chicken Pox) for students entering K

*The first dose must have been given on or after the child's first birthday.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact the special education department at 740-335-3010 to inquire about evaluation procedures and programs.

LOCKERS

Certain schools provide lockers for the safekeeping of students' belongings. Use of the locker is a privilege, not a right. Lockers are to be kept neat and clean at all times. The locker is the property of the school and can, with reasonable cause, be searched by the school authorities.

Illegal entry into another student's locker is an offense that will bring strict disciplinary action. No sticker type

signs should be placed on lockers as these may damage paint.

LOST AND FOUND

An area for lost and found articles is maintained. Articles that are found should be taken to the designated lost and found area. If a student suspects an article has been stolen, it should be reported to the office. If a student has lost an article, he/she should check to see if it has been turned in. Items not claimed within 30 days may be disposed of. Please see that all personal items are marked with the student's name.

MEDICAL CONCERNS

USE OF MEDICATION:

The Miami Trace Local School District discourages school personnel from administering medication to students but recognizes that students may occasionally be required to receive medication during school hours.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the 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. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the clinic and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the clinic 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. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This must be arranged in advance. **Medication will NOT be transported by transportation personnel from school to home.**
 - If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- 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 following staff are designated as being authorized to administer medication and treatment to students: principal, teacher, school nurse, building secretary, aide, and others as designated by student's IEP and/or 504 plan.

ILLNESS AT SCHOOL:

A student who becomes ill during the school day should request permission to go to the clinic. Children who

become ill at school can be better cared for at home by their parents. Ultimately, the care of sick children is not the responsibility of the school. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent. Parents are responsible for providing the school with work phone numbers or information about where the parent can be reached during the day. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

BEE STINGS AND OTHER ALLERGIES:

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication, and a doctor's statement about how the medication is to be administered.

INJURY/EMERGENCY MEDICAL TREATMENT:

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name and telephone number of the doctor and dentist they wish to treat the child and the hospital they wish to care for the child in an emergency. This information must be on file at school upon enrollment. An up-to-date Emergency Medical Authorization form with at least three names and telephone numbers is required.

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

PARENT-TEACHER ORGANIZATION (P.T.O.)

To build a strong P.T.O. organization at your child's school, your support is needed. Parents will be notified of scheduled meetings and activities.

PERSONAL PROPERTY

Students are not to bring expensive toys, collector cards, DVD players, valuable keepsakes, collections, lasers, electronic toys, and other expensive items to school. Besides having a disruptive potential, they may be damaged or stolen. Students are encouraged to protect their personal belongings by leaving them at home. Students should not bring large amounts of money to school. If a fee or bill is to be paid, it is strongly suggested that payment be made at the beginning of the school day with a check. The staff is not responsible. Theft of non-school related items should be reported to the sheriff by the parent.

Cell Phone/Electronic Device Policy

-The administration recognizes the importance of cell phones. However, unless used in a classroom for instructional purposes, and supervised by a teacher, these items are not necessary at school and should be turned off and in a book-bag or locker during the day. The use of cell phones for pictures or video at any time is not permitted and any inappropriate pictures, videos or comments will be turned over to the Fayette County Sheriff's Department. Since these items are not a school requirement, the administration and school will not be responsible for loss of stolen electronic equipment. Parents will be advised to contact the Sheriff's Office and their insurance company.

PROMOTION, PLACEMENT, AND RETENTION

DEFINITIONS:

PROMOTION: Student has demonstrated sufficient academic skills and social maturity to undertake the responsibilities of the next higher grade.

PLACEMENT: A student may be placed at the next grade level when retention would no longer benefit the student.

RETENTION: Student has not demonstrated sufficient academic skills taught within a grade or subject to undertake the responsibilities of the next higher grade, and/or student lacks social/emotional maturity needed for successful adjustment to next grade, or student has accumulated 20 or more days of unexcused absences.

Third-Grade Guarantee

In the 2018-2019 school year, all students scoring below proficient on the third-grade reading assessment or not meeting an approved vendor assessment established minimal score must be retained, except for the following students:

- Limited English proficient students;
- Special education students whose IEPs exempt them;
- Students who demonstrate reading competency on an alternative reading assessment approved by ODE; and
- Any student who has received intensive remediation for two years and was previously retained in grades K-3.

If a student does not take the Grade 3 Reading Assessment during the administration or makeup window, the student's score will be considered a zero for the purposes of the Third Grade Reading Guarantee and the student will be retained unless the student qualifies for an exemption.

The law does not provide a parent the right to refuse the requirements of the Third Grade Reading Guarantee. This includes student retention, diagnostic assessments, reading improvement and monitoring plans, and intervention services.

RECORDS

CHANGES OF DIRECTORY INFORMATION:

Changes of directory information (name, address, phone, custody, etc.) must be reported to the school office immediately and is the responsibility of the parent/guardian.

CONFIDENTIALITY:

Student records shall be kept confidential in accordance with Miami Trace Board Policy #8330. Interested parties may view this policy by contacting the office of the Superintendent.

PARENTS' ACCESS TO RECORDS:

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents

have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records. Parents have the right to a response from school officials to a reasonable request for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

NON-CUSTODIAL PARENTS' ACCESS TO RECORDS:

A divorce or change in custody does not change the rights of a parent to their child's records.

A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Stepparents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

CHILD CUSTODY:

Parents have an obligation to inform the school any time the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. A photocopy of such orders will be kept on file.

REGISTRATION:

Upon entry to Miami Trace Schools, appropriate documentation shall be presented to the person in charge of admission for each pupil entered. Appropriate documentation shall be a certificate of live birth, immunization records and custody papers. Each parent or guardian registering a new student must also submit proof of residence in the Miami Trace School District. An example of this could be a utility bill to the address and the name of parent or guardian shown on the school registration card.

Parents must sign the Notification of Transfer of School Records release form. If school records have not been produced within fourteen (14) days, or if the most recent school attended cannot verify the child's attendance, the principal of the school of entry shall provide notice to the Fayette County Sheriff's Department that the child may be a missing child.

TRANSFER:

Upon transfer from the Miami Trace Schools, the building principal should be notified. Custodial parents should sign a record release form. No records will be given to parents. The records will be sent directly to the school of entry.

SALES

Students may not sell any products at school unless the sale is being sponsored by the school or connected with a school-related club or activity. Clubs from other schools in the district, including the high school, must have the permission of the respective building principal before selling any product.

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to the request for approval within one school day of their receipt.

SCHOOL HOURS

Because of liability factors and the need to provide supervision to students while on school grounds, hours that students may be in the school buildings are restricted. Differences in bus schedules create variations in each building's hours. The hours that students may be on school property are listed below:

Miami Trace Elementary School

8:50 A.M. - 4:15 P.M.

Non-bus students may not arrive on the school grounds before the times listed above. Although teachers are in the building, this is preparation time for them; and they are not responsible for students.

Bus stop students should arrive at the bus stop no earlier than five minutes prior to boarding time.

If parents have made arrangements to pick a child up at school at the end of the day, it is very important that the parent be on time. Children will not be allowed to remain in the building after the times listed above due to lack of supervision. The school's responsibility ends at the time listed.

If a student has been allowed to attend an after-school or evening activity, parents must make arrangements for their child's transportation. Parents who do not make such arrangements may subject their child to potentially dangerous situations.

If a child repeatedly arrives early or stays at school after school is dismissed, the parent will be contacted by the Principal.

SPECIAL SERVICES

SPECIAL EDUCATION:

The Miami Trace District provides services for children with identified disabilities. Children must be evaluated by a multidisciplinary team to determine whether they are eligible for these services. Parents participate in all the decisions regarding their child's learning.

For those children who are eligible for services, an individual education plan is developed to support the child's learning. Services often occur in the child's regular classroom, but may be combined with small group activities or resource room support. Children with more intensive needs may receive services in other buildings or settings.

PARENT PARTICIAPTION IN TITLE I PROGRAMS

In accordance with the requirements of the federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of these students being served.

This includes (but not limited to):

- A. Establishment of a written policy of expectations for the involvement of such parents in the education of their children, including annual evaluation of this policy in improving quality of schools.
- B. Provide parents of participating students with information, in both written form at meetings that explains curriculum, assessments, and expected proficiency level.
- C. Develop a school-parent compact that outlines how school staff, the parents and the student will share the responsibility for academic achievement improvement.

D. Address the importance of on-going parent/teacher communication

TITLE I- PARENTS RIGHT TO KNOW

In accordance with the requirements of Federal Law, each school receiving Title I funds must notify parents that they may request specific information on the qualifications of the student's classroom teachers. Parents shall be provided information on the level of achievement of their child/children on the required state academic assessments and timely notice if the student is assigned to a teacher who is not "highly qualified".

CHILD FIND (3301-51-03 CHILD FIND)

Each school district shall adopt and implement procedures that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability. And who are in need of special education and related services are identified, located and evaluated. This includes:

1. Children attending private schools, including parochial schools.
2. Highly mobile children
3. Children who are suspected of having a disability, regardless of the severity of their disability, and who are in need of special education even though they are advancing from grade to grade.

Each school district shall give notice to inform public of activities to identify children with disabilities

Each school district shall maintain an education management information system and submit data to the Ohio Department of Education pursuant to rule 3301.01 of the administrative code

The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significant disproportionality based upon race and ethnicity is occurring in the district, with respect to identification and/or educational settings. If such is determined disproportional, identification practices will be reviewed and if appropriate will be revised.

The collections of data used to meet the requirements of this rule are subject to the confidentiality requirements in rule 3301.54 of the Ohio Administrative Code

The complete Child Find policy may be found at the Ohio Department of Education website: <http://www.ode.state.oh.us>

TELEPHONE (Land Line) – STUDENT USE

Permission to use the phone will be granted by staff members **ONLY IN CASE OF EMERGENCY**. Students may **not** use the school phone to call home for forgotten homework, band instruments, to ask permission to go home with other students, etc. Students should develop organizational habits in order to anticipate these needs. The school phone must be free at all times to conduct school business.

While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day. (See personal property.)

TESTING

Numerous assessments are required by the state of Ohio. With the 2018-2019 school year, third, fourth and fifth grade students will be administered reading and math achievement assessments as well as fourth grade

social studies and fifth grade science.

Other standardized tests are administered to students for such purposes of identifying students who are gifted, qualify for intervention programs, handicapped conditions, etc.

VISITORS

According to RC2911.21, visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and without a pass shall be reported to the Principal and may be reported to law enforcement. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

VOLUNTEERS

The volunteer program consists of parents, grandparents, and friends who give their time to help teachers and children. They help with such jobs as listening to children read, grading papers, copying materials, or carrying out other activities planned by the staff of the school. If anyone would like to serve as a school volunteer, please contact the school. A list of all volunteers is approved by the Board of Education at the beginning of the school year. Volunteers will be fingerprinted. The cost is paid by the Miami Trace Local School District. All applications must be completed by September 30th.

