Coy Elementary School Student/Parent Handbook

2016-2017

Coy Elementary School
3604 Pickle Road
Oregon, Ohio 43616
419-693-0624
Fax 419-698-6018
www.oregoncityschools.org

Welcome to Coy Elementary School!

Home of the Rams

Dear Parent/Guardians and Students,

Welcome to Coy Elementary School and to the 2016-2017 school year! We are glad you are part of our educational family. We have a terrific group of students, staff, and parents who work together to provide excellent instruction, enriching activities, and a safe, warm environment in which our children learn and grow.

Coy Elementary School welcomes students from kindergarten through fourth grade. Our excellent staff is comprised of individuals with a wide variety of educational and life experiences that enrich their work with students. Our parents and grandparents work very hard to give our students opportunities to learn outside our walls and experience social activities that enable to them to grow into well-rounded, healthy individuals. Our students work every day to be responsible, respectful and build relationships with each other and with the adults who help them grow.

The purpose of this handbook is to help students and parents become better acquainted with the policies and procedures at Coy Elementary School. Feedback is critical for learning, so we also welcome you to call us with comments or questions at 419.693.0624 or email me at amolnar@oregoncs.org.

Again, we are excited to have you with us and we're confident that by working together we can help our students to be respectful, responsible and able to build strong, healthy relationships.

With warm regards,

Mrs. Amy Molnar
Principal

Coy Elementary School Mission Statement

The mission of Coy Elementary School is to foster exceptional academic achievement, lifelong learning, and social responsibility through powerful, positive relationships among its students, staff, and parents.

C. COY ELEMENTARY ROOM ASSIGNMENTS/PHONE EXTENSIONS

Rooms	Name	Dept.	Phone Ext.
107	Mrs. Blanchong	Kindergarten	3107
112	Mrs. Day	Kindergarten	3112
106	Mrs. Moore	Kindergarten	3106
102	Mrs. DiBenedetto	1st	3102
105	Mrs. Spears	1st	3105
111	Second Grade	1st	3111
104	Mrs. Schroeder	1st	3104
115	Mrs. Collins	2nd	3117
113	Mrs. Coy	2nd	3113
114	Mrs. McGrady	2nd	3114
204	Mrs. Gyurke	3rd	3204
206	Mrs. Laurell	3rd	3206
205	Mrs. Marquette	3rd	3205
213	Mrs. Anderson	4th	3213
214	Mrs. Kessler	4th	3214
212	Mr. Wine	4th	3212
218	Mrs. Givens	Intervention Specialist	3218
115	Mrs. Greenberg	Intervention Specialist	3115
202	Ms. Good	Intervention Specialist	3202
203	Sp Ed	Intervention Specialist	3203
103	Mrs. Rohrbacher	Intervention Specialist	3103
108	Mrs. Ward-Ziegler	Nurse	3108
109	Mrs. Dunsmore	Secretary	3109
119	Mrs. Molnar	Principal	3119
129	Mrs. Findsen	Counselor	3129
149	Mr. Conley	PE	3149
116	Mrs. Nikoncyk	Head Cook	3116
229	Mrs. Powers	Title I	3229
208	Mrs. Karrick	Title I	3208
210	Title	Title I	3210
201	Ms. Evans	Music	3201
Library	Mrs. Shaheen	Librarian	3239
169	Ms. Hermanutz	ESL	3169

D. COY CALENDAR OF IMPORTANT DATES 2016-2017

(There may be additional activities and events not listed. As always, some dates and times are subject to change.)

August

16 Open House 6:00-7:30
17 Staff work day
18 First day of classes for 1-4 grades
18-25 Kinder Screening/Orientation
26 Kinder Begins
26 Coy Spirit Day – wear Coy clothes or maroon and gold!

September

5 Labor Day-No School
8 Picture Day
9 Basketball Jones Assembly
12 PGA @ 7:00
19 No School – Prof Dev Day
23 Coy Spirit Day – wear tie dye!
24 Coy's Foamy Fun Run Fundraiser
30 Lunch with the Principal

October

10 PGA @ 7:00
11 JA For A Day
13 Picture Make-ups
15 Trunk or Treat
18 End of 1st Nine Weeks
21 Coy Spirit Day – wear Halloween/fall shirt – no costumes!
25 - Nov 1 Art to Remember
28 Grade cards sent home
28 Fall Harvest Festival

November

4 Lunch with the Principal
6 Change your clocks!
7 Parent/Teacher Conf. 5:00-8:00
8 In-Service Training Day-No School
9 Parent/Teacher Conf. – No School
11 Veteran's Day Program (Grades 4 Music Program)
14-15 3rd Grade Reading Assessment
14 PGA @ 7:00
18 Coy Spirit Day – wear your favorite character shirt!
17 Coy's Got Talent @ 7:00
22 Coy's Got Talent School-Wide Show
23-25 Thanksgiving Break Begins

December

8 K & 2nd Grade Music Programs (2nd report 6:15, 6:30 performance & 4th report 6:15, 6:30 perform)
10 PGA Craft Show
12 PGA @ 7:00
14 Santa Shop Family Night 5:00-8:00
15 Santa Shop 9:00-3:00
16 Coy Spirit Day – wear your favorite ugly Christmas sweater
16 Lunch with the Principal
21 Last Day of School before Christmas Break
21 End of Second Nine Week Period
21 Christmas Break Begins at Close of Day

January

3 No School – Staff Work Day
4 Classes Resume
5 Yearbook Group Picture Day
9-12 Stanford Testing 4th Grade
9 PGA @ 7:00
12 Grade cards sent home
13 In Service Day -No School
16 Martin Luther King Day-No School
20 Fun/Fantasy Magic Show Assembly
27 Coy Spirit Day – neon day – wear your neon colors!
27 Lunch with the Principal

February

13 PGA @ 7:00
14 Valentine's Day Parties
17-24 Mr. Earl Program
20 President's Day-No School
24 Coy Spirit Day – wear red, white and blue for President's Day!
24 Lunch with the Principal
24 Coy Carnival
27 - March 3 - Right to Read Week & Book Fair

March

3-22 Flower & Cookie Dough Fundraiser
6 PGA @ 7:00
7 OLSAT 3rd Grade
10 End of 3rd nine weeks
10 Coy Spirit Day – March Madness – wear your favorite team colors!
12 Clocks spring forward!
13-17 Spring Break
20 Classes Resume
24 STEAM Museum Assembly
24 Grade cards sent home
29-30 4th Grade Reading Assessment
31 Spring Pictures
31 Lunch with the Principal

April

5-6 3rd Grade Math Assessment
7 Coy Spirit Day – root for your favorite baseball team by wearing their colors or jersey!
10 PGA @ 7:00
12 4th Grade Panoramic
13 Parent/Teacher Conference – No School
14-17 Easter Break – No School
18 Classes resume
26 & 27 4th Grade Math Assessment
28 Lunch with the Principal

May

1-5 Staff Appreciation Week
3-4 3rd Grade Math Assessment
4 Mother's Dance
5 Coy Spirit Day – wear your Hawaiian clothes!
8-9 4th Grade SS Assessment
8 PGA @ 7:00
11 1st/3rd Music Programs (1st report 6:15, perform 6:30 & 3rd report 7:15, perform 7:30)
12 Career Day
18 63rd Dad's Day Celebration
19 No School – Teacher In-Service
24 Lunch with the Principal
25 8:00 Honor's Breakfast (4th Grade only)
25 Awards Ceremonies Grades 1-4 (4th grade 9:15-10:00, 2nd grade 10:15-10:45, 1st grade 11:00-11:30 and 3rd grade 11:45-12:30)
25 Kindergarten Graduation 1:45
26 Last day for students (2 hour early release)

E. DIRECTORY INFORMATION

We get many requests from universities and private schools to provide them with our student directory. Oregon City Schools will not provide this for profit-making organizations.

In accordance with the Family Education Rights and Privacy Act, and the Ohio Revised Code, the Oregon City Schools have designated the following personally identifiable information contained in a student's education record as directory information:

1. student's name

2. student's address

3. student's date of birth

4. student's extracurricular participation

5. student's achievement awards or honors

6. student's weight and height, if a member of an athletic team.

Parents of eligible students have two weeks from the start of school in which to advise the district, in writing, of any or all items they refuse to permit as directory information about the student. Notification may be sent to the building principal or the Assistant Superintendent of Oregon City Schools.

F. DISTRICT DIRECTORY

	Phone #	Fax #
Oregon Board of Education - 5721 Seaman Rd.	693-0661	698-6016
Transportation Office	693-7727	698-6049
Student Services Office	698-6000	698-6005
Adult Education Office	693-0668	
OSAP/Preschool (Wynn School - 5224 Bayshore Rd).	698-8003	698-6020
School District Website www.oregoncityschools.org		

Elementary Schools

Coy School - 3604 Pickle Rd	693-0624	698-6018
Jerusalem School - 535 S. Yondota Rd	836-6111	836-1501
Starr School - 3230 Starr Ave.	693-0589	698-6019

Secondary Schools

Eisenhower Intermediate School - 331 N. Curtice Rd	836-8498	836-2005
Fassett Junior High School - 3025 Starr Ave.	693-0455	698-6048
Clay High School - 5665 Seaman Rd.	693-0665	698-6047

G. BOARD OF EDUCATION

Michael Csehi Keith Kennedy Heather Miller

Carol-Ann Molnar Jeff Ziviski

The Board meets monthly in the Clay High School Media Center. Meetings are open to the public. Dates and times are announced in advance and are available on the district calendar and at www.oregoncityschools.org. Persons wishing to present an item to or address the Board should contact the Superintendent in advance or see the Board president at the beginning of the meeting.

H. DAILY TIME SCHEDULE

Student Arrival Bell – 8:50
Classes Begin - 9:05

Recess:
K - 11:15-11:40, 1 – 11:50-12:15, 2 – 11:55-12:20, 3 – 12:30-12:55, 4 – 12:35-1:00

Lunch:
K – 11:40-12:05, 1 – 12:15-12:40, 2 – 12:20-12:45, 3 – 12:55-1:20, 4 – 1:00-1:25

Prepare for Dismissal - 3:30

Dismissal - 3:35

SECTION II ... POLICIES CONCERNING ATTENDANCE, ABSENCE, ARRIVAL/DEPARTURE, AND MAKE-UP HOMEWORK

A. ATTENDANCE POLICY

One of the major aims of the Oregon City Schools is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to classes is one way of developing responsibility.

All absences from school are two kinds - excused and unexcused, as stated below. Cases of truancy will be grounds for referral to the superintendent or designee for action covered under Sections 3321.18 through 3321.22 of the Ohio Revised Code.

1. EXCUSED ABSENCES:

a. Personal illness - Parent determines the student is unable to attend school due to illness.
* Requires notification from parent/guardian
* *Phone call to school on day of absence before 9:15 a.m.*
* Written note from parent/guardian when student returns to school
* Not to exceed 3 days per quarter

b. Medical Excuse- Student has been seen by a doctor and the doctor determines dates that the student is unable to attend school due to illness.

* Requires written excuse from doctor
* Parent phone call to school on day of absence
* Written note when student returns to school

c. Illness in the immediate family

* Requires notification procedures as outlined for Personal Illness

d. Quarantine

* Requires notification procedures as outlined for Personal Illness

e. Death in the family

* Requires notification procedures as outlined for Personal Illness

f. Religious observances

* Requires notification procedures as outlined for Personal Illness

g. An emergency or set of circumstances which in the judgment of the school, constitutes good and sufficient cause for absence from school.

* Requires notification procedures as outlined for Personal Illness

h. Family Vacations: The following regulations must be met to ensure uniform handling of family vacation situations:

* A student must request a Family Vacation Form from the attendance office
* The student and parent will complete the form prior to a family vacation If approval is not obtained, the absence will be unexcused and no work will be made up
* The student will present the completed form to all teachers.
* The completed form must be submitted to the school office prior to the family vacation.
* Homework missed from a pre-approved family vacation absence will be given to the student upon their return to school.
* The days count as absences, but are not calculated in the total for the attendance policy previously listed
* Only 1 family vacation will be granted each school year
* Students with excessive absences may be denied family vacation
* Students will be allowed to make up work if the vacation is approve

** Please reference our school calendar to avoid taking time off during testing administration windows.*

2. TYPES OF UNEXCUSED ABSENCES:

* More than 3 personal illnesses per quarter without a doctor's excuse.
* Oversleeping
* Car trouble
* Missing the bus
* Shopping
* Haircut, beauty shop appointments
* Baby-sitting
* Out of school suspension
* Truancy - purposefully skipping school
* Family errands

* Hunting
* Family trips NOT receiving prior approval from the principal
* Child care issues
* Non-school sponsored activities or sports events
* Non-treatment of head lice
* Other absences not listed as excused
* Failure to contact the school in accordance with A.1.a

3. PARTIAL SCHOOL DAY ABSENCES

a. Tardies/Early Dismissals

A tardy/early dismissal will be issued when a student is:

* 1 hour late for school
* Leaves 1 hour before school dismissal time
* Notification from the parent is required for all early dismissals and tardies
* Tardies and early dismissals will be classified as excused and unexcused according to the procedures for excused and unexcused absences.

b. Half Day Absences

* All partial absences that are not considered an early dismissal or tardy will count as a 1/2 day absence.
* Half days will be classified as excused and unexcused absences according to the procedures for excused and unexcused absences.
* A student must have written notification whenever they miss a partial day and must sign in and out of the office.
* All elementary students must be accompanied by an adult to the office and must be signed in or out by an adult
* Half-day absences will convert at the rate of 2 = 1 full day for truancy purposes.

4. "TAKE YOUR CHILD TO WORK DAY"

"Take Your Child to Work Day" is not considered an excused absence from school. Students who would like to accompany parent(s)/guardian(s) to work are encouraged to do so on a day when school is not in session.

B. ATTENDANCE CODING GUIDELINES

Any student arriving at school after 9:15 a.m. is considered tardy and should report to the office for an admit slip to class. Otherwise, the teacher will send the student to the office for a slip.

1. Arrival
   a. Tardy until 10:15 a.m.
   b. Arrival after 10:15 a.m. and until 2:30 p.m. = ½ day a.m.
2. Departure
   a. Leave at 2:30 p.m. or before = ½ day p.m.
   b. Leave before 10:15 a.m. = a full day absence

*4 or more unexcused tardies and/or early dismissals will disqualify a student from receiving a perfect attendance award.

C. ATTENDANCE NOTIFICATION PROCESS

Each child is allowed 3 parent excused absences per quarter. Any absence beyond the 3 parent excused must have a doctor's note. Should your child go beyond 5 unexcused absences, the following attendance notification process will occur. Be sure when visiting the doctor to secure and send to school any excusal notices you may receive.

1. 5 unexcused absences = letter with print-out of attendance
2. 10 unexcused absences = letter with print-out of attendance. May result in request for conference or referral to diversion board.
3. 15 unexcused absences = letter with print-out of attendance. May result in request for conference, referral to diversion board, or recommendation for truancy charges to be filed against parent/guardian.

*A parent may be called in at any time should the student reach 5 or more tardies in a quarter.

When your student is absent from school, parents/guardians are expected to call the school the morning of the absence. Upon returning to school, students should present a note from the parents/guardians explaining the reason and date of absence. Please include the student's last name when writing the note. When a parent/guardian does not contact the school regarding the absence, the absence is considered unexcused.

An automated phone system calls parents/guardians of students who are marked absent. The system will generate a call even if:

- You have called the school informing us that your child will be absent/late.
- Your child arrives late to school.

The automated system works entirely from the attendance input by your child's teacher. If you have notified the school that your child would be absent or are aware that your child is tardy/absent, please consider the call as informational.

D. EARLY DEPARTURE FROM SCHOOL

The policy for releasing students to a parent during the school day in cases of emergency, dental or doctor appointments are as follows:

1. Parents/guardians are asked to write a note explaining why a student will be leaving school. The note should be given to the child's teacher at the beginning of the school day.

2. When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school prior to the student leaving the building.

3. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian on the emergency medical card completed in the fall.

E. DROP-OFF / PICK-UP POLICIES

Student drop-off is at the Northwest doors no earlier than 8:45 a.m. STUDENTS ARE NOT PERMITTED TO BE DROPPED OFF BEFORE 8:45, THERE IS NO SUPERVISION BEFORE 8:45. When dropping off children you must follow the flow of traffic. Do not enter the Northeast driveway. The Northeast driveway is reserved for buses. When dropping off, please pull all the way up to the cone at the far end of the circle before allowing your child to leave the vehicle. ONLY STUDENTS WHO CAN WALK INTO THE BUILDING BY THEMSELVES SHOULD BE DROPPED OFF IN THE CIRCLE. PARENTS WHO NEED TO ACCOMPANY THEIR CHILD INTO THE BUILDING SHOULD PARK IN THE EAST PARKING LOT THEN PROCEED INTO THE BUILDING. PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING WITHOUT PRIOR PERMISSION FROM THE OFFICE. STUDENTS ARE TO WALK TO THEIR CLASSROOMS ON THEIR OWN.

When dropping off a tardy student, after 9:15 a.m., please escort your child into the main office to sign him/her into school.

When picking up your child from school at the end of the day, you must park your car and wait in the cafeteria for the dismissal bell. Students are not to exit the building into the parking lot without an adult. Students should leave for home promptly at 3:30 p.m.

SECTION III … STUDENT CONDUCT

A. DISCIPLINE

Each child is expected to be a good citizen, accept responsibility for his/her actions, and respect other persons and their rights and property (including school and public property).

School discipline procedures are set forth in school board policies as well as within each school building. The Oregon Board of Education will not tolerate violent, disruptive behavior or inappropriate behavior by its students. No weapons, lasers, or articles resembling weapons will be allowed. Students will receive disciplinary action for any safe school violation. Violation on the part of a student for any one or more of the school rules while on school property (both during school hours and after school hours) or while under the jurisdiction of the school may result in disciplinary action including detentions, emergency removal, in-school suspensions, out-of-school suspensions, referral to diversion, and/or expulsion or other alternatives deemed appropriate by the administration. Oregon City Schools maintains a working relationship with local law enforcement agencies and may request assistance from these agencies when deemed necessary.

Individual teachers have different expectations and standards within the school's general rules of conduct. The cooperation of parents, students, and staff is essential in creating an environment that fosters learning.

In-School Suspension: An in-school suspension is an alternate setting within the school building. Students will be provided work to complete. During in-school suspension, students do not participate in school or classroom activities.

Out-of-School Suspension: A student will only be allowed to complete homework assignments while on suspension. Credit will not be given to the student for any tests and classroom activities which occurred during days missed for any out-of-school suspension.

Diversion: Students will be recommended for diversion for chronic truancy or excessive attendance issues, for chronic behavioral issues as a "last chance" prior to for expulsion, or by the assistant superintendent in lieu of expulsion.

B. DISCIPLINE CODE AND ZERO TOLERANCE

Regardless of where violations occur, a student may be suspended or expelled if the misconduct is directed at an Oregon City Schools official or employee or the property of an Oregon City School's official or employee. A student may be suspended or expelled if the student's misconduct occurs off of property that is owned or controlled by the school district, but is connected to activities or incidents that have occurred on property that is owned or controlled by Oregon City Schools.

C. COY ELEMENTARY POSITIVE BEHAVIOR SUPPORT SYSTEM

Philosophy

Coy Elementary School strives to provide a safe, secure, stimulating environment for all learners. We believe that in order to achieve this goal all students must be taught clear behavioral expectations. With hard work and dedication, the entire staff, parents and students agree to uphold our guiding principles of being responsible, being respectful, and building relationships.

Universal, Unconditional Student Support

Coy Elementary School staff values the unique qualities and abilities inherent in each individual student regardless of how that student performs or what he or she accomplishes. In order for students to meet behavioral expectations, it is imperative they realize their own individual worth and importance as a member of the school community. Part of what makes a safe, secure, and stimulating environment for all learners is the ability to make mistakes and learn from them. Positive risk taking can lead students to reach heights they may not have thought possible. We believe: every person learns, every person can contribute and every person makes mistakes. To that end, all staff members have committed themselves to fostering each student's understanding of his or her unique place at Coy Elementary School. This commitment includes, but is not limited to:

School-Wide Responsibility Agreement

Coy Elementary School staff agrees to post, teach and model our three guiding principles, as well as clearly articulated classroom rules that reflect these principles. The staff has committed to support students' acquisition of the skills necessary for living out these principles.

Building-Wide Guiding Principles

- ☐ Be Responsible
- ☐ Be Respectful
- ☐ Build Relationships

School-Wide Management System

All classrooms throughout the building have the same color-coded system to track student behavior. Students begin on the color
green daily. The color coded system will run as follows:

Green – All students begin daily

Yellow- Student warning

Orange- Lose 1⁄2 recess and complete a written penalty as assigned by the teacher

Red- Student is sent to office to complete a "think sheet" and a written penalty regarding the color changes. The "think sheet" will be discussed with the principal or designee and sent home with the student. The student is required to return the "think sheet" to the office upon their return.

Blue- Office referral and a minimum of a before school intervention will be assigned. A phone call to parent will also be made by the principal or designee.

Minor and major offenses are defined below. Our card system is in place throughout the entire day in every area of our building. Minor offenses will require a single card pull. Major offenses will require the student to turn their card directly to blue. Should a student receive three red cards in one quarter, a parent conference will be required. If a student continues to pull his/her card to red beyond the parent meeting, the student will lose the opportunity to participate in privileges as decided and discussed during the parent conference. Should a student receive more than three blue cards during a quarter, an in/out of school suspension could be assigned.

Minor/Major Offense Chart

The chart below defines a list of minor/major offenses. The determination of minor/major offenses will be at the discretion of the staff member involved.

Behavior	Minor	Major
Inappropriate Communication	Name calling, insults, inappropriate slang and non-directed profanity or drawings	Any abusive language/drawings viewed as threatening, physical harm or bullying/harassing
Physical Contact/Fighting/Physical Aggression	Shoving, pushing, tripping, elbowing, pinching, pulling hair, kicking, and open hand hitting	Closed fisted punching, biting, clothes tearing and choking
Defiance/Overt Defiance	Intentionally not following directions	Insubordination, back talk to any staff member
Disruption	Talking while staff member is talking, shouting out, slamming or throwing items	Temper tantrum, exposure of private body parts, throwing items with intent to hurt
Property Misuse/Stealing	Breaking own materials, writing on another person's property	Tampering, damaging or destroying another person's/school's property, such as carving a name into a desk; intentionally taking something that does not belong to him/her
Weapons (Real or Fake)		Weapon or any resemblance of a weapon real/fake including but not limited to: guns, knives, lighters or any type of explosive material
Tobacco and/or Drug Products		Any type of tobacco/drug including but not limited to: chewing tobacco, cigarettes or marked/unmarked drug product

***In the case of a serious offense involving physical injury, weapons (real/fake) or drugs, the administrator will take immediate action which could result in emergency removal and/or suspension.

Expectations and Responsibilities

Students are permitted as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that individuals must be willing to accept responsibility for their own actions. To ensure that each student receives a quality education free from disruption, it is very important that students, parents, and teachers know and share the responsibilities that lead to that goal.

Student Responsibilities

1. Be at school every day, on time.
2. Dress in a neat, clean, and proper manner.
3. Treat the school staff with respect.

4. Put forth an honest effort each day.
5. Obey all school and classroom rules.
6. Listen to the teacher, follow directions, and answer all questions required.
7. Bring school supplies as required for classroom work.
8. Do all assigned work.
9. Act in a manner that does not injure, threaten, or scare others.
10. Take home graded papers and written information from school.
11. Help make the school a place where everyone can learn.

Parent Responsibilities

1. Send your children to school regularly and on time.
2. Keep in close contact with the school to ensure good communication.
3. Assume responsibility for helping your children develop good habits of behavior.
4. Speak positively about the school and education in front of your children.
5. Recognize and help your children understand that the teacher assumes the role of the parent while your children are at school.
6. Encourage and lead your children to develop proper study habits at home.
7. Teach your children respect for property and the rights of others.
8. Make certain your children come to school well-rested
9. Provide necessary school supplies for your children to perform classroom work.
10. Plan to discuss daily work assignments and report cards with your children in a constructive manner.
11. Attend requested parent conferences.

Teacher Responsibilities

1. Provide an effective program of education and maintain an atmosphere conducive to learning.
2. Serve as a model for students by showing respect for themselves, their students, students' parents and school personnel.
3. Maintain close contact with parents regarding their child's/children's progress.
4. Indicate a genuine interest and concern for the welfare of the students.
5. Assist students in every possible way to follow the rules of expected behavior.
6. Teach students responsibility for their actions by enforcing the rules of conduct and disciplining fairly and appropriately.
7. Recognize the growth, success, and achievement of students while allowing for individual differences.

School-wide Behavioral Expectations

Respecting everyone's rights in the classroom is very important, but there are also other times when students are not in the classroom that care must be taken to act appropriately. Good behavior is also important on the playground, in the cafeteria, during assemblies, walking the hallway, using the restroom, and during any school-related function. The following pages are meant to help guide and encourage appropriate student behavior in these special situations.

a. Assemblies

Assemblies are provided for the enrichment and entertainment of all students. Students should:

1. Show proper respect to guest, speakers, and performers.

2. Follow directions.
3. Respond appropriately to guests and staff members.
4. Remember: ALL adults present will exercise active supervision techniques.
5. Remember: Alternate seating will be used for those students who have not yet learned proper assembly manners.
6. Remember: A student or students behaving inappropriately during an assembly may be removed from the assembly.

b. Hallways

1. Walk! Don't Run!
2. No loud talking.
3. Keep hands, feet, and objects to yourself.
4. You need permission to be in the hall.
5. Keep the halls clean.

c. Restroom

1. No playing around.
2. Keep the floor dry.
3. Stay away from the windows.
4. Throw all paper away properly.
5. Keep the restroom clean. Flush.
6. Wash your hands.

d. General Rules

1. No gum or gum chewing.
2. No radios, electronic games, headphones, sport cards, or toys. This does not affect show and tell activities.
3. The wearing of hats is prohibited during the regular school day except recess.

Positive Support for Student Success

Recognizing students' positive traits and achievements stimulates them to succeed. To that end the following awards are given to students on an annual basis.

1. Honors Breakfast - 4th Grade Only
2. Awards Day - End of school year

D. STUDENT CONDUCT ON SCHOOL BUSES

Listed below are the general rules for riding an Oregon City School Bus. Bus conduct slips will be issued by the bus driver for any infraction of these rules. If there are any questions, please contact the Oregon City Schools Transportation Department Supervisor.

School Bus Rules

1. Pupils must go directly to an available or assigned seat.
2. Pupils must remain seated keeping aisles and exits clear.
3. Pupils must observe classroom conduct and obey the driver promptly and respectfully.

4. Pupils must not use profane language or make obscene gestures or harass other students.
5. Pupils will not vandalize the bus or personal property.
6. Pupils must not use or have possession of any tobacco products or paraphernalia on the school bus. (ORC 3301-83-20)
7. Pupils must not use or have alcohol or drugs and paraphernalia in their possession on the bus, except for prescription medication required for the student.
8. Pupils will not fight or strike another person.
9. Pupils will not use or have in their possession weapons including knives, firearms, (contraband) while on the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils will not place their arm, head, or any other part of their body outside of the bus (window).
12. Pupils must wait in a designated location clear of traffic and away from the bus stops. (10 feet from the road)
13. Pupils must not eat or drink on the bus.
14. Pupils must carry on the bus only objects that can be held in their laps (ORC 3301-83-20-1)
15. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Under no circumstances will any type of animal or pet be transported on a school bus.
17. Pupils will follow directions of the bus driver or security aid at all times and when requested must identify themselves or produce their student I.D.
18. Electronic devices can be used at the discretion of the bus driver.

19. All belongings must be kept in the student's backpack.
20. No gang related paraphernalia is allowed to be displayed on the bus.

E. RECESS POLICY & PLAYGROUND PROCEDURES

1. Recess Policy

Students are given recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times may be scheduled on very cold days. Always assume there will be outside recess and dress your child accordingly. All students must be on the playground during outside recess. **Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.** Students will have supervised inside recess on days when inclement weather prevents outside recess.

2. Weather Chart

The chart that Oregon City Schools uses to determine when the weather is appropriate to send students out for recess can be reviewed at http://www.oregoncityschools.org.

3. District-Wide Recess Procedures

When several hundred students use the playgrounds every day, rules must be established, understood, and practiced. Perhaps even more important than the rules is that each student respect other students while playing on our playgrounds. Playing cannot be fun when students act in a disrespectful or aggressive manner. Children should be encouraged to care about themselves and the health and safety of others while on the playgrounds.

a. Swings

- ☐ Sit in the center of the swing; never stand or kneel.

- ☐ Hold on with both hands.
- ☐ Stop the swing before getting off.
- ☐ Walk around the swing – not too close to the front or the back.
- ☐ Never push anyone else in the swing or allow others to push them.
- ☐ Have one person in one swing at one time.
- ☐ Avoid swinging empty swings, and never twist swing chains.
- ☐ Never put head or feet through exercise rings on the swing set.

b. Slides

- ☐ Only one student on top platform at a time.
- ☐ Hold on with both hands as you go up the steps of the slide, taking one step at a time; never go up the sliding surface or frame.
- ☐ Slide down feet first, always sitting up, one at a time.
- ☐ Be sure no one is in front of the slide before sliding down.
- ☐ Be patient, avoid pushing or shoving, and wait your turn.
- ☐ Leave the bottom of the slide after you have taken your turn.

c. Ball-type Games

- ☐ Stay behind backstop when not batting in softball.
- ☐ Do not play tackle football.
- ☐ Baseballs are not to be used during recess.
- ☐ Do not kick balls against building.

d. Climbers

- ☐ Get on and off climbers in a proper manner.
- ☐ Only stand or walk on the parts of the climbers designed for such activity.
- ☐ Always hold on to the climber with your hands.
- ☐ Do not grab, push, or pull anyone playing on the climbers.

e. General Rules

- ☐ There is to be no unauthorized gum, candy, or food of any kind on the playground.
- ☐ There is to be no throwing of stones, rocks, snowballs or woodchips.
- ☐ There is to be no fighting, kicking, tripping, or rough playing on the playground. Keep hands and feet to yourself.
- ☐ Stop your playing and stand well back from cars, trucks, and school buses when they drive on our playground.
- ☐ Be aware of and do not play in restricted areas including patches of ice or water.
- ☐ Do not play around or near cars.
- ☐ Do not go back into the building without the permission of the playground teacher/monitor.
- ☐ Do not climb the trees or the backstops.
- ☐ Play on the blacktop when the field is muddy.
- ☐ Snatching hats, coats, etc. is disrespectful and is not allowed.
- ☐ No student may leave the school grounds without the permission of the office.

Good safety habits, self-respect, and respect for others should be practiced before, during, and after school. These playground rules are a guide to the safe use of the Oregon School's playground equipment and should be followed at all times. Common sense and courtesy will provide for a safe and healthy playground environment.

The playgrounds are open for student use during school hours only. Any persons using school grounds, including playgrounds, during other times of the day or week do so at their own risk.

F. ELEMENTARY DRESS CODE POLICY

The students and staff of Oregon City Schools take pride in their appearance. Students who feel good about themselves also tend to feel good about their learning. Uniforms are not required however; we do insist that our students do not bring undesirable attention to themselves by immodest appearance,
unkempt appearance or any other form of exaggerated clothing, hairdos or hair color (color must be a natural human hair color). It is the responsibility of parents/guardians to make sure their child is following the Board adopted dress code. The following is the Board adopted dress code:

1. Shoes

a. Shoes must be worn for health and safety factors.

b. Any open toed shoes, shoes without a back strap and/or shoes with

wheels are not permitted. Shoes should have no more than 1 inch heels.

c. Gym shoes should be brought on gym days or worn to school.

d. Boots are most appropriate for inclement weather during recess.

*Students may be kept in from recess if wearing inappropriate shoes to school.

2. Shirts

a. All shirts must cover the midriff while standing, sitting or reaching.

b. Tank tops are permitted as long as the shoulder strap is 2" wide or more, the armholes are not excessively large and no undergarments are exposed.

c. Mesh tops, spaghetti strap tank tops and muscle shirts are permitted if a shirt is worn underneath.

d. Any skin-tight shirts are not to be worn unless a shirt is worn over top.

e. Shirts containing slogans or wording that suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school will not be allowed. This includes, but is not limited to, alcohol, tobacco, drugs or gang related insignias/clothing/accessories. Other examples might include: "Talk to the hand," "I hear you talking, but I'm not listening," "I'm with stupid," "Speak no homework, see no homework, do no homework," etc. The principal will have the final discretion with other clothing containing slogans or wording deemed to be negative/offensive in nature or promoting inappropriate school themes.

3. Lower Body Apparel

a. All lower body apparel including, but not limited to, shorts, skorts, skirts, dresses and scooters must be at least mid-thigh/fingertip length as deemed appropriate.

4. Pants / Shorts

a. Elastic (waist) pants/shorts may be worn if not skin tight.

b. Athletic pants may be worn if there is no elastic around the ankles.

c. Pajama pants are not permitted.

d. There is to be no wording or writing on the seat of any lower body apparel.

e. Pants/shorts must fit snug around the waist without exposing undergarments.

f. Belts may be worn to assure that pants fit appropriately.

g. Snow pants are not allowed.

5. Dresses

a. Must cover shoulders.

b. Must be at least mid-thigh/fingertip length as deemed appropriate.

6. Hats / Head Coverings

a. Hats or head coverings may not be worn in the building unless permission is granted by the building administrator.

b. Students are required to wear coats, hats and gloves during the winter months.

7. Miscellaneous

a. Hair, real or synthetic, must be of natural color.

b. No body piercings except the ear area.

c. Any type of tattoo is not permitted on the face or neck.

*Additional clothing garment requirements may be imposed at the discretion of the principal for reasons of health, safety or to insure that the educational process is not disrupted.

G. ELEMENTARY DRESS CODE VIOLATION PROTOCOL

All staff will promptly report any dress code violation at the onset of the school day. Should a dress code violation be reported, the following protocol will be enforced:

1. First Offense

*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense.

2. Second Offense

*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense of possible future dress code violation consequences. A consequence may be given at the principal's discretion, in accordance with the building discipline policy.

3. Third Offense

*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense. The third offense will be handled according to the building's discipline policy at the discretion of the principal.

*With parental permission, a student may be asked to turn his/her shirt inside/out or to change into another clothing garment in order to meet the expectations of our dress code policy.

*If the parent cannot come to school with a change of clothes/shoes, the student may need to remain in the office if deemed inappropriate and a change of clothes is not available. Any missed classroom work while student is in office will be made up and count toward the student's grade.

H. ELECTRONICS

Cellular phones and other electronic devices (including, but not limited to: iPods and handheld video games, etc.) can be disruptive to the educational process in many ways including, but not limited to: communicating during instruction via text or call, cheating, sexting, eliciting panic, making plans in conflict with established school rules, taking or disseminating or sharing obscene or inappropriate images, etc. For these reasons cell phones and other electronic devices MUST NOT be in the possession of students during the school day. When students enter the building, all electronic devices must be placed in the off position and kept in the student's bookbag for the entire school day through the dismissal bell. Students are to go to the office to make phone calls home. Parents are encouraged to call the school office when needed. The school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main office during school hours; therefore cellular phones are not needed during school hours. The principal reserves the right to confiscate any items that are being used or are making noise that are determined to interfere with the learning process.

First Offense

* The student will be given a warning and asked to put the electronic device in their book bag.

Second Offense

* The electronic device will be confiscated and the parent will be called by the principal or designee. It will be required that the parent pick-up the electronic device in the office.

Third Offense

* Consequences will be issued according to the school's discipline policy.

Teachers may use electronic devices (ipods, ipads, e-readers, cell phones) for educational purposes with-in their classrooms. The students will be told when it is acceptable to use such devices in the classroom. If a student is found to misuse this policy, they will no longer be permitted to use the device for educational purposes.

Please note that the District assumes no liability for electronic devices that are brought to school if they are broken, lost or stolen. Administrative time will not be used to search for or investigate events surrounding lost or stolen items.

I. SEXTING

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

SECTION IV … ACADEMIC POLICIES, COMMUNICATION AND VISITATION

A. HOMEWORK

1. Homework Policy

Assigned homework generally is an outgrowth or continuation of a lesson taught during the school day. The amount of work at home will vary according to the child's concentration and use of available time in the classroom. However, drill and practice of the "basics" including vocabulary words and math facts along with finishing uncompleted work are often necessary.

Children are expected to complete homework assignments and turn them in on time. Work missed due to absence will likely need to be made up as homework. When a student is absent and the parent would like to request homework, please do so by 11:00 AM. Children have the responsibility of taking home and bringing back the necessary books and materials to complete their homework. Parents may need to help students prioritize and organize their time at home.

2. Coy Homework Guidelines

a. Kindergarten

1. Each child will need to be read to for ten minutes every day.
2. Each child will complete all homework assignments that are sent home and return them on the due date.

b. First Grade

1. Complete weekly reading assignments and return them on the due date.
2. Study math facts every night.
3. Study spelling words and sight words (purple card) daily.

4. Complete all quarterly assignments (book reports and special projects) that are sent home and return them on the due date.

c. Second Grade

1. Check student planner daily.
2. Read 15 minutes daily.
3. Practice math facts daily.
4. Study assigned spelling words daily.
5. Complete homework as assigned and return the next day.

d. Third Grade

1. Monday through Thursday-regular daily homework.
2. Thursday-study for spelling test and other work.
3. Study math facts daily.

e. Fourth Grade

1. Study math facts daily.
2. Study weekly spelling words.
3. Complete all other assignment as written in student's planner.

***ALL STUDENTS WILL STAY IN FROM RECESS TO FINISH INCOMPLETE HOMEWORK ASSIGNMENTS

B. DISTRICT GRADING SCALE

A = 95—100%
A-- = 93—94%
B+ = 91—92%
B = 87—90%
B- = 85—86%
C+ = 83—84%
C = 77—82%
C-- = 75—76%
D+ = 73—74%
D = 69—72%
D-- = 67—68%
F = 66 and below

C. ACADEMIC RECOGNITION

1. Honor Roll

Students in grade 4 are eligible for the Honor Roll. Honor Roll consists of students with a grade point average of 3.0 – 4.0.

D. TESTING

Testing takes place at each grade level.

Kindergarten:	The Kindergarten Readiness Assessment (KRA)
1st Grade:	Reading, Writing and Math Diagnostic testing.
2nd Grade:	Reading, Writing and Math Diagnostic testing.
3rd Grade:	Ohio State Test - English/Language Arts Test, Ohio State Test- Mathematics, Writing Diagnostic and Otis-Lennon School Ability Test
4th Grade:	Ohio State Test – English/Language Arts, Ohio State Test – Mathematics, Ohio State Test – Social Studies and Stanford

In addition, students will be assessed three times per school year using the STAR Assessment System in order to improve student achievement in the areas of reading and math. There are four assessment tools: STAR Early Literacy, STAR Reading, STAR Math, and Accelerated Reader. Students in kindergarten will take the early literacy assessment only. Students in first grade will take the early literacy, reading and math assessments and students in grades 2-4 will take the reading and math assessment. All students in grades K-4 will have access to Accelerated Reader.

E. PROMOTION & RETENTION

Oregon Elementary Schools adheres to the Board adopted policy regarding promotion and retention. The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors: reading ability, cognitive ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

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

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

If retention is being considered for your child, you will be notified via a "Possible Retention Notification" letter toward the latter part of February. Final decisions for retention will be made in May. If your child is being retained, a final retention letter will be mailed to confirm the retention.

F. REPORT CARDS / MID-TERM REPORTS

Kindergarten through third grade use a scale of 1-4 to indicate progress towards grade-level, academic standards in all four quarters. Students in grade four receive letter grades of A, B, C, D, and F. Children are also evaluated in the areas of achievement, effort, work habits, and social development (citizenship).

Mid-Term Progress Reports for K and 1 are sent home before the end of the first six weeks of any quarter, notifying parents of unsatisfactory progress, behavior, and for special success.
For grades 2-4, grades will be posted in PowerSchool at least 3 times per quarter. Midterm reports will not be sent out for grades 2-4 during the school year.
Grade reports will be made available to parents following each quarter. Grades will be able to be viewed online by logging in to your child's PowerSchool account. If you have any questions regarding this system or need a username and password, please feel free to contact Linda Toth at ParentPortal@oregoncs.orgor 419-693-0661 x.3273.
Parents are encouraged to make an appointment to confer with school personnel whenever the need arises.

G. PARENT / TEACHER CONFERENCES

Parent / teacher communication is vital to student success. Parent / teacher conferences can be scheduled with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing. By making an appointment, your child's teacher will be better prepared to discuss whatever issue there may be and find a solution that is agreeable for all parties.

There are two scheduled times for conferences throughout the school year. The first scheduled conference is after the end of the first nine weeks, as listed on the district calendar. There will be one additional evening in November, to be determined. The second scheduled parent / teacher conference will take place at the end of the third nine weeks, as listed on the district calendar. The second scheduled parent/teacher conference is on an as needed basis.

H. EDUCATIONAL FIELD TRIPS

1. Field Trip Policy

Field trips are correlated with the district's adopted curriculum. A parent's written permission is required for a child to go on a field trip with his/her class. Children will not be permitted to attend a field trip without parental permission. It is expected that all students will ride the school bus to and from the field trip location.

Parents may be invited to accompany groups on trips. Children not in the class are not permitted to accompany chaperones on field trips.

2. Chaperone Guidelines

a. Chaperones will support and abide by the policies and procedures established by the classroom teachers. The role of the chaperone is to carry out the tour as planned by the teachers.
b. Chaperones will not smoke or consume alcoholic beverages at any time.
c. Students and chaperones must travel to and from the field trip with the school group using school transportation unless other arrangements are made in advance and approved by the principal.
d. If questions arise about specific situations, the classroom teachers will be contacted.
e. Chaperones will dress according to the school dress code.
f. Chaperones will remain with their designated groups at all times.
g. Chaperones will speak with students in an appropriate manner, using appropriate language.
h. Siblings or other children will not be permitted on field trips.
i. Chaperones will not purchase additional items or food to be distributed only to their group
j. Chaperones will supervise and assist their group in completing the activities assigned.

I. VISITORS

All visitors must first report to the school office before contacting students or talking with the teachers. A visitor's pass will be issued.

OCR #3313.20 requires that all persons shall upon entering any public school building, report immediately to the office of the principal.

Visitation by children from other schools is normally not permitted. Children under school age are not permitted to visit the school or attend parties unless accompanied by parents.

J. PARENT-GRANDPARENT ASSOCIATION

The Coy Parents' and Grandparents' Association (PGA) is a dynamic organization made up of parents and grandparents who are willing to share their time and talents to help increase student achievement and enhance our school climate. Examples of PGA-sponsored activities include: fall festival, Santa shop, carnival, Dad's day and a Mother' dance. Call our school office for more information about contacting our officers. Please refer to the building calendar at the front of this handbook for meeting dates and times.

K. COMPUTER USAGE

Signed computer usage permission slips are completed at the beginning of each school year stating each child is permitted / not permitted to utilize the computer on / off line. Students are not to tamper with other students' on-line school accounts. Should this situation occur, parents will be contacted at once and the situation will be dealt with in accordance with our school disciplinary code of conduct.

L. TELEPHONES

The school telephones are primarily business phones. Students are discouraged from calling home except in emergencies.

M. RESPONSIBILITY FOR BOOKS

Children may take books home for study and homework. They are responsible for proper care of books both in and out of school. Fines will be levied for damage beyond normal wear and payment must be made for lost books. Grade cards may be held until outstanding fees/fines are paid.

N. SCHOOL FEES

School Fees are necessary to supplement the education of our students. Fees cover a portion of the cost of workbooks and supplies that are consumed by individual students. The fee for the upcoming school year is $45.00. Waivers are available those who qualify for free and reduced lunches. Families who qualify for reduced lunches will pay 50% of the fee. Checks are made payable to the individual school. Grade cards may be held until outstanding fees/fines are paid.

SECTION V ... HEALTH, SAFETY, & SECURITY

A. ILLNESS

We have nursing personnel in our buildings each day. Children who become ill at school can be better cared for at home. Ultimately, the care of sick children is the responsibility of the parent. It is of utmost importance that parents provide (and update when changes occur) emergency telephone numbers and the names of people to contact in case the school is unable to reach the parent.

Children should not attend school if they have an illness that prevents them from participating comfortably in routine activities, or if they need more care than can be given without neglecting the health and safety of

other children. Children should also stay home if they have symptoms of possibly severe illnesses that they might be able to spread to other children. This includes fever, difficulty breathing, spreading rash, weepy sores that cannot be covered, and severe vomiting or diarrhea or vomiting blood.

- Chicken Pox/ Varicella: Children may return with a parent note once all the sores and blisters are dried and there are no new sores.
- Diarrhea: Children should stay home until diarrhea stops or doctor clears child to return to school. Parent note is acceptable if no blood or mucus is present.
- Students who can use the restroom or whose stools are contained in diaper style underwear do not need to be excluded if not contagious or antibiotics have been completed.
- Diarrhea from Campylobactor, E. Coli, Giardia, Rotavirus or Salmonella: After diarrhea stops (Doctor note required for E. Coli, Salmonella and Shingella).
- Fever by Itself: (100.0 degrees) Can return with a parent note when fever free for 24 hours without medication.
- Fever with Rash or Behavior Change: Take child to physician and medical note is required for return.
- Flu/ Influenza like Illness: Excluded with a fever of 100.0 degrees with cough and sore throat until fever free for 24 hours without medication.
- German Measles/ Rubella/ 3 day Measles: Keep your child home until 7 days after rash began and Medical note to return.
- Head Lice: A child with head lice shall be excluded from school until application of an effective pediculocide. Upon return to school, child should be accompanied by an adult and stop in the school office/nurses office prior to going to class. Child will be reexamined for any remaining lice and/or nits. Child should be checked at home for 2 – 3 weeks to assure that there are no untreated cases.
- Hepatitis A: May return with a Medical Note one week after start of jaundice.
- Hib: Students must be out of school for at least 24 hours after they complete antibiotics and Medical Note is required
- Impetigo: May return after 24 hours of antibiotics if sores are not oozing. Medical Note is required. Red Measles: Can return with a Medical Note four days after rash begins if no fever.
- Meningitis: Must remain out of school until Healthcare Provider says they may return. Medical Note is required.
- Mumps: Can return with Medical Note 5 days after beginning of swelling.
- Pink eye/ Conjunctivitis: Eyes that are red or pink, eye pain, itching, or swollen lids with matted eyes or discharge should not return until 24 hours after treatment has begun. Medical Note is required.
- Rash: Students with spreading rash or fever or behavior change excluded immediately and require a Medical Note for return.
- Ringworm: Students with scalp infection must remain out of school until treatment begun with a prescription oral antifungal. Medical Note is required for return.
- Ringworm of body: May return with a parent note and once treatment has begun and area must be covered.
- Scabies: Students with scabies should be out of school until medication is applied. Medical note is required for return.
- Shingles: Keep students home who have shingles/lesions/sores/blisters that cannot be covered. Parent note is required for return once lesions are dried.\
- Staph or Strep Skin Infections: A student with a draining sore, boil, or abscess that cannot be covered or that ooze through must stay home. Parent note is required for return.
- Strep Throat: Can return to school with Medical note 24 hours after starting antibiotics and no fever.
- Sty: A student with a draining/oozing sty should remain home until drainage stops.
- Tuberculosis: A child with TB should be kept home until treating physician writes a Medical note they are no longer contagious.
- Vomiting: A student who has vomited 2 or more times in 24 hours should stay home until the vomiting stops unless s/he is known to be contagious.

- Whooping Cough/ Pertussis: Students with Whooping cough can return to school with a Medical note after 5 days of prescribed antibiotics.

B. MEDICATION

For safety reasons, medicine, both prescription and over-the-counter (ex: cough drops), should be administered at home. If your physician requires the administration of a prescription medication during school hours, state law requires that a Medicine Dispensing Form be on file. This form must be completed by the physician, signed by the parent, and be on file in the school office. The form may be obtained in the main office. When the physician completes the form, have her/him give some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with themselves at any time. The exception to this is an asthma inhaler or epinephrine pen that have written physician and parent approval on the designated forms available in the main office. The principal and/or school nurse must receive copies of this form.

2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. The actual arrangements of the dispensing of medication will be determined by the building principal.
4. Prescription medications are to be clearly identified and are required to be in the original container.

Non- Prescription Medication (Over the Counter): requires that the Parent/Guardian Request for Medication by School Personnel form be completed by the parent/guardian. Name of medication, the dose to be given, and when it is to be given must be included. Parent/guardians are required to bring the medicine to the school office in the original store container labeled with the child's name. No medicine will be given without having this permission form on file in your child's school. Medicine will be given according to directions on this permission form. We need physician authorization to five medication dosages higher than those recommended by the manufacturer. Please check the expiration date on the item as we cannot give medications that are expired. For safety reasons, a separate form is required for each child and each medication.

C. EMERGENCY DRILLS

Each elementary school will hold monthly fire drills. Tornado drills will be held monthly during tornado season. A district wide emergency plan has been implemented for each school building and two lock-down drills per year are conducted. In the event of an actual emergency, the school will be placed on a lockdown. Students will not be permitted to be signed in or out during this time.

D. EMERGENCY DELAYS & CLOSINGS

Announcements are given via local radio and TV stations for bad weather. Delays are for one or two hours.

If school is closed for a full day or for early dismissal because of weather or emergency, all after school or evening activities, including those sponsored by the Oregon Recreation Department, are automatically canceled.

Parents need to have a workable plan in case children are sent home early due to weather conditions or other emergencies. The plan should ensure one or more of the following:

☐ Can you child get into your house if it is locked? Is a key available? Does he/she have a neighbor or friend where he/she can go or call including approval given by the person in advance?

In case of early closing, we will send your child home on his/her regular bus.

School closing/delays can be sent to you via a text message on your cell phone or via e-mail to any e-mail account. To set this up, complete the following steps:

1. Go to the district website: www.oregoncityschools.org
2. Click on Calendar of Events

3. Click on My DynaCal (Listed under Calendar Views on the left)
4. Create a My DynaCal account by entering your e-mail address and a password (anything you want it to be)
5. Add a New Calendar
6. Name Calendar and Check "School Closings and Delays" and click Save
7. Click Yes for Text Alerts if you want a text message (If you prefer an e-mail, simply click Yes for Email Alerts and confirm)
8. Enter your phone number and choose your cell phone provider and click Save

As soon as school is delayed/closed, DynaCal will immediately send you a text message or e-mail.

E. INFORMATION SHARING SYSTEM

The Information Sharing Network is a collaborative effort among the Lucas County Juvenile Court, local law enforcement agencies, and schools to share relevant information related to juvenile offenders. Information about students who are charged and/or arrested through juvenile court is provided to the schools, School Resource Officers, and local police agencies.

The purpose of this information sharing is to inform those individuals who have regular contact with the student about crisis situations the student may be facing in order to provide early intervention and support services. The reports are not placed in the student's cumulative file; rather, they are provided to a specific, designated official at each school and treated in a confidential manner.

All court information that is shared has been deemed public information by the Lucas County Juvenile Court and Administrative Judge James Ray. In his ruling dated January 8, 1993, case No. JC92-16401, pursuant to Ohio Revised Code 2151.01, 2151.40, and 2151.54, it was "ORDERED that all school districts, police departments, public and private agencies, social service agencies, societies and organizations within Lucas County, Ohio, which have as their objective the protection or aid of children, may release any and all information regarding any minor which is not otherwise confidential under federal or state law, which may prevent delinquency and/or serve the best interest of the youth."

The bottom line is that schools and law enforcement will be informed when youth are charged or arrested in Lucas County for the purpose of total community involvement in preventing further delinquency.

For more information on this program, contact you school office or the Lucas County Community Prevention Partnership at 866-3611.

F. CHILD ABUSE REPORTING

Incidents of actual child abuse must be reported as required by law. Each case is then investigated by the Lucas County Children's Services Board. Any parent having personal or family difficulties, causing children to be physically or mentally abused or harmed, should request and obtain assistance.

G. BULLYING

Harassment, intimidation, bullying and/or hazing by any student or school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, bullying and/or hazing means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. The behavior both (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environmental environment for the other student. Such behaviors are prohibited on or immediately adjacent to school grounds; at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.Harassment, intimidation, bullying behavior, dating violence and/or hazing can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but

are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
    a. posting slurs on web sites, social networking sites, blogs or personal online journals;
    b. sending abusive or threatening e-mails, web site postings or comments and instant messages;
    c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
    d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding other from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes harassment, intimidation, bullying behavior, dating violence and/or hazing, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Complaints

1. Formal Complaints

Students, parents or guardians may file reports regarding suspected harassment, intimidation, bullying and/or hazing. The reports should be written. Such written reports must be reasonable specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation, bullying and/or hazing; and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, bullying and/or hazing by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, bullying and/or hazing, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. The school staff member or administrator who received the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying and/or hazing.

For additional information on how to report bullying in Oregon City Schools and to find additional anti-bullying facts and resources go to http://www.oregoncityschools.org/coy-news/anti-bullying-tips-and-resources-for-parents.html

H. SEXUAL HARASSMENT

Students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Sexual harassment includes among other things: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including epithets, derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in removal of students from class, suspension, expulsion and/or referral to law enforcement.

I. CUSTODY

Whenever there is a custody issue, the school will abide by the most current copy of the legal documents in the child's file in the office. It is important that we know who the custodial parent is and what the visitation rights are. Because of this, the office must be provided by the parent with the most current copies of legal documentation.

J. BUILDING SECURITY

The Oregon City Schools uses surveillance cameras in our buildings and on our grounds to promote order, safety and security of students, staff and property.

SECTION VI … CAFETERIA SERVICES & PROCEDURES

A. CAFETERIA SERVICES

Breakfast is served daily in our cafeteria and the cost is $1.25. If your child receives a free lunch, then he/she is entitled to a free breakfast. If your child receives lunch at a reduced cost, then he/she will receive a reduced price of .30 for breakfast. If your child eats breakfast at school he/she should arrive no earlier than 8:45 A.M.

Students may choose to buy or pack their lunch daily. If your child decides to pack his/her lunch, any type of carbonated drink such as pop is not allowable.

Elementary lunches cost $2.50. Milk cost .50. The reduced price for a lunch is .40. Breakfasts, lunches, and snacks may be purchased weekly or monthly. This can be done by sending cash or check (made out to Oregon City Schools) in the proper amount at the beginning of each week or month. Students should

take this check to the cafeteria before school begins in the morning. Children are issued a scan card for the cafeteria at the beginning of the school year. Should a student deliberately destroy the scan card, there will be a $5.00 charge to replace it.

The cafeteria sells snacks which can only be purchased after the child has eaten his/her lunch. There are no substitutions for milk unless a doctor's note is on file with the school nurse indicating that the child cannot have milk and must have a substitute.

Parents may use the optional EZ pay system and students will be served a balanced lunch if they forget their money but are still responsible for the payment. Chronic abuse may result in the students having to eat a sack lunch that may include peanut butter or lunch meat. Students with financial hardships are encouraged to apply for Free and Reduced Lunches. A form must be completed for the family and turned in to one of the schools their children attend. The student will receive a letter from the office notifying of the eligibility determination. This program is available through out the school year

If there is a financial need, a Free and Reduced Lunch Application can be filled out to see if the student is eligible. A form must be completed for the family and turned in to one of the schools their children attend. The student will receive a letter from the office notifying of the eligibility determination.

B. CAFETERIA BEHAVIOR

1. Cafeteria Behavior Expectations

The climate in the lunchroom shall be one that:

a. Promotes healthful eating habits and manners. (NO carbonated beverages such as Soda pop)
b. Provides for sound nutrition and proper digestion.
c. Provides for order and appropriate student conduct.
d. Provides for the respect of oneself and others.
e. Is conducive to fostering interpersonal relationships among students.

2. Cafeteria Rules

Students are expected to demonstrate behavior which is conducive to maintaining order in the lunchroom. This includes the following:

a. Be respectful to classmates, teachers, and cafeteria staff.
b. Stand in line in an orderly fashion. No pushing, shoving, fighting, or line-cutting.
c. Remain seated. Students shall raise their hands to alert lunchroom supervisors of their needs.
d. Use a moderate tone of voice when talking. No talking when the lights are out.
e. Use acceptable eating habits.
f. Eat your own lunch and do not bother other students.
g. Return tray and clean your eating area.
h. Dismiss in a slow, orderly fashion when told to do so.

SECTION VII … EDUCATIONAL SERVICES

A. STUDENT SERVICES

The Oregon City Schools offer many student services. Several specialists are employed to work with our students.

Guidance Counselor: A guidance counselor is available for each elementary building. The purpose of the program is to help each individual student achieve his/her maximum growth mentally, emotionally, and socially.

School Nurse: Our school nurse conducts various screenings throughout the school year. The screenings include vision and hearing. The nurse also maintains immunization records.

Title 1 Teachers: Title 1 provides instruction to small groups of students who have demonstrated a need for additional skill development in reading and/or math.

The following specialists provide services to those students who qualify and are identified by the school using state requirements:

Specific Learning Disabilities: This program is designed to serve the student who has difficulty achieving success in the regular classroom and requires an adjusted curriculum. The adjusted curriculum is created with the input of the specialist and parents. An Individual Education Plan is then created for each student.

Gifted & Talented: This program provides a one day per week pull out setting. Students qualifying for the program are given the opportunity to work in academic areas that go beyond the typical classroom setting.

Psychologist: Each building is served by a school psychologist. The psychologist evaluates any student who has been referred for possible academic, social, or behavioral difficulties.

Severe Behavior/Emotionally Disturbed: This program is designed to help children better internalize behavioral controls, while at the same time have their educational needs met.

Speech Therapy: Speech-Language Therapy services are provided for students whose speech, expressive language and/or comprehension is affecting their performance in their specific academic curriculum.

English as a Second Language (ESL): This program is for students whose first language or primary home language is something other than English. ESL pullout assistance helps students with speaking, listening, reading or writing skills depending on what their individual needs are.

B. MUSIC

All students in grades Kindergarten through five are taught music by certified specialists for half of the school year. In addition to vocal music class, instrumental music class is provided to interested pupils in grade five. All fourth grade students have song flute/recorder lessons and are required to purchase or provide a flute and song book.

C. PHYSICAL EDUCATION

All students are taught physical education by certified specialists for half the school year. Children must wear tennis shoes in physical education classes. A signed note of explanation from a parent and/or physician must be provided to the physical education instructor in any instance when a child is not to actively participate.

D. LIBRARY SERVICES

Each school has a library open to students supervised by a regular library staff member. Each class has a weekly library period. Children can also use the library during other available time. Normally books are checked out for two weeks. A fine will be charged for overdue books. Lost or damaged books must be paid for.

OREGON CITY SCHOOLS

PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

Student's Name:_____Date of Birth _____

School: _____ Grade _____ Teacher _____

Name and Strength of Medication _____

Dose of Medication _____

Times to Give this Medication _____

Reason for this Medication_____

Specific Instructions for Administration _____

Reactions Which Should be Reported to the Physician _____

Special Instructions (storage and sterile requirements, etc) _____

Starting Date of this Request _____Ending Date of this Request _____

School personnel approved by Oregon City Schools are authorized to administer the above medication. Authorization must be renewed each school year. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

As parent/guardian, I agree to:

1) Return to school this completed and signed request form.
2) Deliver the medication to school in the original container.
3) Label the medication with the child's name.
4) Notify the school principal or designated person of any change in healthcare provider and or change in medication, dosage or procedure to be changed or eliminated

Parent/Guardian Signature _____ Date _____

Principal's Signature _____Date _____

_____ _____

Signature of Physician or HealthCare Provider Date

_____

Address

_____

City/State/Zip

OREGON CITY SCHOOLS

PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

Student's Name:_____Date of Birth _____

School: _____ Grade _____ Teacher _____

Name and Strength of Medication _____

Dose of Medication _____

Times to Give this Medication _____

Reason for this Medication_____

Specific Instructions for Administration _____

Reactions Which Should be Reported to the Physician _____

Special Instructions (storage and sterile requirements) _____

Starting Date of this Request _____Ending Date of this Request _____

School personnel approved by Oregon City Schools are authorized to administer the above medication. Authorization must be renewed each school year. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

As parent/guardian, I agree to:

1) Return to school this completed and signed request form.
2) Deliver the medication to school in the original container.
3) Label the medication with the child's name.
4) Notify the school principal or designated person of any change in healthcare provider and or change in medication, dosage or procedure to be changed or eliminated

Parent/Guardian Signature _____ Date _____

Principal's Signature _____ Date _____

PRE-PLANNED ABSENCE FORM

Please help us plan for your child's absence due to a family leave. Absences for family leaves are excused only if approved by the building principal. Students are responsible for all work missed due to the absence and for completing said work in a timely fashion. (Parent is to fill out top section of this form & sign below.)

Student name: _____ Today's date: _____

Family Leave Dates: _____ Reason: _____

(illness, funeral, or vacation)

Grade: _____ Teacher: _____

****

Present this form to your classroom teacher(s) for signature. Teacher's signature merely denotes notification. (After teacher signs, please send to office for principal's signature)

1. _____ _____

(Teacher's signature)

2. _____ _____

(Teacher's signature)

3. _____ _____

(Teacher's signature)

I have read the above information and ensure that my son/daughter will complete work missed as a result of our family leave.

Parent/Guardian Signature: _____

Principal's Signature: _____

** Retain this form in the school office and make copies for the parent & teacher files