

## C.D. Brillhart and West Elementary School

### "Working Together To Meet Each Child's Needs"

C.D. Brillhart and West Elementary Schools vision is to have every student reach his/her fullest academic, emotional, and social potential. Such a result can only be achieved through the utilization of school, parent, and community involvement. Therefore, a love of learning can be created through a child's lifetime.

#### SCHOOL PHILOSOPHY

It is the philosophy of C.D. Brillhart and West Elementary Schools that all children can learn. Within this belief is an understanding that the staff is responsible for creating a vibrant, caring school environment that realizes and adapts to each child's unique educational and social needs through individual learning styles.

We believe it is imperative that the staff, parents, and community work together in creating a positive school climate as each of these groups is equally responsible for the success of the children.

We believe that the student should have the skills, educationally and socially, to meet the needs placed upon them in their future educational and career endeavors.

Finally, we believe that all of us - parents, students, staff, and community - must be active learners to meet the demands placed upon us in our homes, schools, businesses, community, country, and world.

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The Mission Statement of the Napoleon Area School District

The mission of the Napoleon Area Schools is HELPING ALL STUDENTS  
EXCEL in life by providing excellent educational experiences.

**TIME SCHEDULES FOR THE ELEMENTARY BUILDINGS**

***C.D. BRILLHART ELEMENTARY***

Daily Times

8:00 A.M. Doors Open  
8:20 A.M. Classes Begin  
10:50 - 12:15 Lunch  
3:00 P.M. Dismissal

One Hour Delay

Grades K-1 9:20 A.M. Classes Begin  
3:00 P.M. Dismissal

Two Hour Delay

Grades K-1 10:20 A.M. Classes Begin  
3:00 P.M. Dismissal

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In Service Late Start-Up

Follow the Two Hour Delay Schedule

All students are encouraged to leave immediately upon dismissal.

***WEST ELEMENTARY***

Daily Times

8:00 A.M. Doors Open  
8:20 A.M. Classes Begin  
10:50 - 12:15 Lunch  
3:00 P.M. Dismissal

One Hour Delay

9:20 A.M. Classes Begin  
3:00 P.M. Dismissal

Two Hour Delay

Grades 2-3 10:20 A.M. Classes Begin  
3:00 P.M. Dismissal

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In Service Late Start-Up

Follow the Two Hour Delay Schedule

The school provides supervision 10 minutes before the doors open.

All students are encouraged to leave immediately upon dismissal.

***ATTENDANCE***

Regular attendance is expected. The Napoleon Area Schools, to conform with state law, had adopted Board of Education (BOE) policy *JEE* concerning missing and absent children. Parents are required to notify the school office by 9:00 a.m. on the day a student is absent, unless previous notification has been given to the school office. If the parents or guardians do not call, they will be contacted by the school either by telephone, mail, or a home visit the same day that the child is absent.

If a student has a doctor or dentist appointment during the school day, a note must be sent in stating the day and time he/she is to be excused from school. Children are released only through the school office, and parents must come to the school office when picking up children during the school day.

A written excuse must be brought by the student the day he or she returns, unless the parent or guardian calls the school on the first day of absence. An excused absence may be granted for the following reasons: personal illness, illness in the family, a death, religious holidays out of town, or an emergency set of circumstances judged to constitute a good and sufficient cause for absence from school. An unexcused absence, according to state law, is any absence that does not fall into the above categories. When a student receives an unexcused absence, the faculty or administration assumes no obligation to assist the student with make-up work or tests. Any student arriving after 10:00 a.m. will be considered as 1/2 day of absence. Any student leaving prior to 1:20 p.m. will be considered as 1/2 day of absence. A parent should sign the student in and out in the office.

A statement from a medical authority may be required for an excused absence for any day beyond twelve (12) days within a school year.

State law defines a *Habitual Truant* as a child who is absent without a legitimate excuse five or more consecutive days, seven or more school days in a month, or twelve or more school days in a year. This is considered an unruly offense by the court. A *Chronic Truant* is a child who is absent without legitimate excuse seven or more consecutive school days, ten or more school days in a month, or fifteen or more school days in a year. This is considered a Delinquency offense by the court. The law provides that complaints are filed against both the parent and child in Truancy cases.

Consequences for excessive tardiness are similar to those outlined in the code of conduct.

### ***BICYCLES***

Students riding bicycles to school must obey all rules of safety and law. Any student found disobeying rules of safety or law may be denied the privilege of riding a bicycle to school.

An area with bicycle racks is provided at the main entrance. After arriving at school, bicycles must be put in the racks immediately and left there until school dismisses.

### ***BOARD OF EDUCATION POLICIES***

Board of Education Policy books are available for public viewing and are located in the public library, school library, and principal's office.

### ***SCHOOL BULLY PREVENTION PROGRAM***

The teachers and staff of both West and C.D. Brillhart Elementary Schools have been trained to implement the research-based OLWEUS Bully Prevention Program. Early in the year, all of our students attend a kickoff assembly explaining the program. For our parents' information, this handbook includes our School Rules and our School Pledge.

The next page explains the consequences should a student bully another student. It is our goal to create an atmosphere where kindness and fair treatment of others is the norm.

**Our School Pledge**

I will pledge to be bully-free.

I will take a stand.

I will lend a hand.

I will stand up.

I will speak out.

I will be a buddy, not a bully!

**School Rules Against Bullying**

We will not bully others.

We will help students who are bullied.

We will include students who are easily left out.

When we know someone is being bullied, we will tell an adult at school and an adult at home.

**C.D. Brillhart Elementary School**  
**West Elementary School**

<b><u>Behavior</u></b>	<b><u>First Time</u></b>	<b><u>Second Time</u></b>	<b><u>Third Time</u></b>	<b><u>On the Fourth</u></b>
<b><u>Level 1</u></b> Common bully behaviors such as: <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Exclusion (starting rumors, telling others not to be friends, purposely leaving someone out...)</li> <li>• Gossiping</li> </ul>	Staff discussion with student  (May address issues during a class meeting and have minor classroom consequences at teacher discretion.)	Staff discussion with student  Parent notification sent home requiring parent signature  1 quiet lunch	Staff discussion with student  Parent notification sent home requiring parent signature  Meet with counselor  2 quiet lunches	On the <b><u>Fourth</u></b> bullying behavior in a month at CDB and in a nine weeks grading period at West, an IAT will be scheduled to develop an individual plan.  CATS Guidance Group
<b><u>Level 2</u></b> Negative physical contact: <ul style="list-style-type: none"> <li>• Includes hitting, pushing, slapping, grabbing, kicking...</li> <li>• Profanity</li> </ul> *The principal reserves the right to skip steps in the rubric based on the severity of the action taken by the student.	Staff discussion with student  Parent notification sent home requiring parent signature  1 quiet lunch  1 "stand on the dot" recess	Staff discussion with student  Parent notification sent home requiring parent signature  Call to parent from principal and student in office  Student meets with principal/counselor  2 quiet lunches  2 "stand on the dot" recesses	Staff discussion with student  IAT including student  3 quiet lunches  3 "stand on the dot" recesses  CATS Guidance Group  Possibility of suspension	
<b><u>Level 3</u></b> Threats or acts of serious violence.  *The principal reserves the right to skip steps in the rubric based on the severity of the actions taken by the student.	Referral to principal  Parent notification sent home requiring parent signature.  Call to parent from principal and student in office  5 days academic classes only	Referral to principal  School suspension	Referral to principal  School suspension  Referral to court	

"Quiet lunch" means isolated seating in the cafeteria with no interaction with other students.

"Academic classes only" means the child is allowed to attend academic classes. All other times during the day, the child will be in the office. No specials or recess.

## ***CAFETERIA***

Students will have an account number. All purchases are subtracted from their account. Deposits can be made any day of the week, with the minimum deposit being \$2.00. Cash will not be accepted through the lunch line. Lunch money will be accepted by the homeroom teacher each morning and then turned into the cashier. Please send money in an envelope with the child's name on it. If you should move out of the district, please inform your child's food service department, in writing, requesting a reimbursement of the account funds. Please include an address where you would like it sent. No refund will be made for funds under \$1.00.

If your child has a medical intolerance to milk, please bring in a doctor's slip stating that. If we do not have that statement, we are required to serve milk to every child buying their lunch as a part of the school lunch program.

## ***CODE OF CONDUCT***

Discipline in the school setting provides each student with the most favorable atmosphere for learning. The incorporation of limits and controls by individuals is an important part of the learning process. Limits on the individual are necessary for the orderly function of any school.

A fundamental understanding by each student and his/her parents is that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with the school regulation and accept directions from authorized school personnel. The board of education has a "zero tolerance" of violent, disruptive or inappropriate behavior by its students. *Reference board policy JFC.*

The vast majority of students are able to function within the school guidelines for student behavior. When students choose not to follow these guidelines, it becomes necessary for the school to deal with them in a certain and precise way. Misbehavior may result in disciplinary action including but not limited to, any of the following: the assigning of detentions; removal from class, extra-curricular events, or the premises; parent conferences, suspension, and recommendation for expulsion.

If an offense listed in this code occurs when school is not in session or just before school is in session (example: summer or Christmas vacation), the action or penalty will begin when school resumes

## ASSAULT

A student shall not intentionally cause physical injury or intentionally behave in such a way as could cause injury to another person at school, at a school function, or at designated school bus stops.

## DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, threat, or intimidation cause the disruption of any function of the school. While this list is not intended to be inclusive, the following acts when done for the purpose of causing disruption of school functions, illustrates the kinds of offenses encompassed here:

1. Occupying the school building or school grounds with the intents to deprive others of its use.
2. Setting fire to or damaging any part of the school building or property.
3. Firing, displaying or threatening use of explosives, including fireworks on the school premises.
4. Continuously and intentionally making noise or action in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

## DAMAGE OR DESTRUCTION OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to property, either on the grounds; or during a school activity, function or event off the school grounds, or at designates school bus stops. Restitution for time and damages may be sought.

## PROFANITY OR OBSCENE GESTURES, INAPPROPRIATE TOUCHING

A student shall not refuse to comply with the directions of any authorized school personnel.

## DISOBEDIENT OR REBELLIOUS REACTION TO SCHOOL PERSONNEL

A student shall not refuse to comply with the directions of any authorized school personnel.

## DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a weapon. This list of such objects includes, but is not limited to; knives, guns, explosives, and clubs.

## TOBACCO

A student shall not smoke, be in possession of, or in the process of himself/herself of a lit or unlit smoking device, matches, lighters, or other tobacco products in the school building, on the grounds, within the sight of school, at any school sponsored activity, or designated school bus stops.

## NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANT DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES (look alike drugs)

A student shall not knowingly possess, use, transmit, or be under the influence of any of the above on school property, within the sight of school, at any school functions, or at designated school bus stops. A counterfeit controlled substance is defined as:

1. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, possessed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or in its markings, labeling, packaging, distribution, or the price for which it is sold for sale.

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.

## EMERGENCY REMOVAL OF A STUDENT FROM A CLASSROOM, EXTRA-CURRICULAR ACTIVITY, OR FROM THE SCHOOL PREMISES

The notice and hearing requirements can be temporarily waived in an emergency.

If the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises then:

1. The Superintendent or Principal may remove the student from curricular or extra-curricular activities or from the school premises.

2. A teacher may remove the pupil from curricular or extra-curricular activities under his/her supervision but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter. If the removal is from class, the student must be accompanied to the office by the teacher.
4. If the Superintendent or Principal reinstates a student removed by a teacher prior to the hearing following the removal, reasons in writing must be given to the teacher upon request.
5. A hearing must be held as soon as practicable after the removal, but within seventy-two hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. The person who ordered, caused, or requested the removal must be present at the hearing.

#### STUDENT DUE PROCESS FOR SUSPENSION APPEALS AND EXPULSION HEARINGS.

The constitutional rights of individuals assure the protection of due process of laws; therefore; the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Napoleon Area Schools.

A student must be given an opportunity for a suspension appeal or an expulsion hearing, if either student or the parents/guardians indicate the desire for one. An appeal or a hearing shall be held to allow the student and the parents/guardians to contest the facts that may lead to disciplinary action, or if the student and the parents/guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline.

The following procedural guidelines will govern the hearing:

1. Written notice of charges against a student shall be supplied to the student and parents/guardians.
2. Parents/guardians may be present at the suspension appeal or the expulsion hearing.
3. The student, parents/guardians may be represented by a representative of their choosing.
4. The student, parents/guardians or their counsel, shall be given an opportunity to give his/her version of the facts and other implications. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student, parents/guardians or other counsel shall be allowed to observe all evidence offered against him.
6. The hearing shall be conducted by an impartial hearing authority who shall make a determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing. Hearing shall be taped.

8. The hearing authority shall state within a reasonable time after the hearing, a finding as to whether or not the student charged is guilty of the conduct charged and the decision if any as to disciplinary action.
9. The student and the parents/guardians shall be made aware of their right to appeal the decision of the hearing authority.

Every effort shall be made on the part of the administrator to apply the proper discipline to the infraction keeping in mind that the administrator through utilizing cooperation of the school resources, parents, and students, will handle each case with the student's welfare foremost.

### ***COMPUTER / ON-LINE SERVICES***

To further the mission and educational purposes of the Napoleon Area City School District, the District has various computer systems. The term *computer systems* collectively refers to all stand-alone computers, computer systems interconnected within the District, computer systems connected to the worldwide network (the Internet), peripheral devices, and various services related to this equipment that are owned, leased, operated or contracted by the District. The use of these computer systems is a privilege granted to authorized individuals, not a right. When used appropriately, these computer systems provide various means of accessing significant educational materials and opportunities.

In the case of student use of computer systems, the District's teachers and other staff will make reasonable efforts to supervise students, but they must have student cooperation in exercising and promoting responsible use of this access.

Before an individual is permitted to access any of the District's computer systems, that individual must receive the proper authorization. A student may initiate a request for access by submitting a completed Computer Systems and Internet Safety User Agreement (User Agreement) to the District. In the case of an individual who is under 18 years of age, a parent/guardian must also complete the Parent/Guardian Agreement. Any individual who fails to obtain the proper authorization is not permitted to use any of the District's computer systems. Any individual who uses any of the District's computer systems without such authorization is subject to disciplinary action and/or legal action.

A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Violation of this Policy may result in reduction, limitation, or termination of the user's privileges and access at any time without prior notice or hearing of any kind. Violation may also result in disciplinary action and/or legal action. Violators may also be expected to reimburse the District for any District expense caused by the violation.

An individual network account is provided for each authorized user. The user agrees not to disclose his/her password to any person or to access the system through the network account of another user. Users should notify the District of any security problems

observed in connection with computer systems usage and of any improper use of the District's computer systems on the part of any person. Any improper use that is accidental should also be reported. Student users should make such reports to their teachers. Other users should make such reports to the Building Principal or to the District Technology Coordinator.

Unacceptable Uses:

1. Uses that violate the law or District policy or encourage others to violate the law or District policy. Examples include:
  - A. Transmitting offensive or harassing messages. This includes distributing or redistributing material that contains any of the following:
    - 1) swearing, 2) vulgarities, 3) suggestive, obscene, belligerent, or threatening language, or 4) content that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - B. Offering for sale or use any substance the possession or use of which is prohibited by the law or District policy.
  - C. Viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law.
  - D. Intruding into networks or computers of others.
  - E. Downloading or transmitting confidential, trade secret, or copyrighted materials. (Users should assume that materials without the copyright symbol are still copyrighted unless there is explicit permission on the materials to use them.)
2. Uses that may cause harm to the user, harm to others, or damage District property or the property of others. Examples include:
  - A. Engaging in defamation (harming another's reputation by lies).
  - B. Using another user's password or some other user identifier that misleads others into believing that someone other than the actual user is communicating or otherwise accessing a computer system.
  - C. Transmitting or uploading a worm, virus, Trojan horses time bomb, or other harmful form of programming.
  - D. Vandalizing equipment. (Vandalism is any unauthorized attempt to harm, modify, or destroy hardware, software, and data of another user, computer system, or computer network.)
  - E. Transmitting, posting, or downloading material which promotes violence or advocates destruction of property, including, but not limited to, information concerning the manufacture of destructive devices.
3. Uses that may disrupt the use or the security of any computer system. Examples include:
  - A. Accessing or attempting to access computers, networks, or information systems without permission (hacking).
  - B. Bypassing, disabling or attempting to bypass or disable security or filtering measures on computer systems.
  - C. Modifying system settings without permission.

- D. Installing hardware or software on any District computer system without the approval of the District Technology Coordinator. No hardware or software will be approved if it jeopardizes the reliability of District equipment or if it affects the District's compliance with licensing agreements.
  - E. Connecting non-district equipment to the District's network or to other District equipment without the approval of the District Technology Coordinator.
4. Uses that are inconsistent with the District's mission and educational purposes.

*Refer to BOE policy: EDE*

### ***CONDUCT AT HOME ATHLETIC EVENTS***

Students are expected to sit in the proper student sections and watch the game while it is in progress. Any student conduct that is considered to be in poor taste or a detriment to the game environment will result in either suspension from that game and/or future games, handled through the school's normal disciplinary procedures, or handled by the police.

### ***DESK SEARCHES***

Lockers and desks are the property of the Board of Education of the Napoleon Area School District. As such, these lockers and desks, and the contents thereof, are subject to random search at any time by the principal or his/her designee without regard to whether there is reasonable suspicion that any locker or desk, or its contents, contains evidence of a violation of a criminal statute or a school rule.

### ***DIRECTORY INFORMATION***

The school may release directory information as is deemed necessary by the school office. This information will include student's name, parent's names, address, and telephone number. If you do not wish to have this information released then you must check the appropriate area on the school handbook authorization. If this authorization is not turned in by Oct. 1, directory information may be released, as deemed necessary, by the school.

### ***EMERGENCY AUTHORIZATION FORMS***

Emergency authorization forms will be sent home with each student to be filled out by the parents and returned to the school. These forms are for the protection of the student. The form gives the school and doctor permission to perform emergency procedures in case the parent cannot be reached. The school will make every effort to contact the parent in case of an emergency.

## ***EMERGENCY CLOSING OF SCHOOLS***

Reports will be broadcast over 1280-AM-WONW-Defiance; 1370 AM-WSPD-Toledo; 103.1-FM-WNDH-Napoleon. If school is canceled the night before, the reports will be given over the three Toledo TV stations: Channels 13, 11, 24. In the event of an unexpected calamity (fog, snow, blackouts, etc.) turn to WNDH FM 103.1 for any announcements concerning early dismissals.

## ***FEES***

A list of fees will be sent home. There are fees for some workbooks, field trips, and activities. The athletic department student card will also be offered for high school athletic events.

## ***FIELD TRIPS***

Field trips related to some phase of the student's instructional program may be taken during the school year. A field trip permit signed by the parent is required before the child may go on a field trip.

## ***FIRE DRILLS***

When the signal is given, students are to walk quickly, but quietly, orderly, and in single file to the proper exits, and out of the building. Students should go to the outer perimeter of the school grounds. Each teacher will check the roll to account for students. These drills will be held on a monthly basis.

## ***GYM CLOTHES***

Tennis shoes need to be worn on gym days. Please check your child's schedule.

## ***GYM EXCUSES***

Physical education is required in our school system. Students attending school are expected to participate in physical education unless excused by a physician.

## ***GRADING SCALE***

The following scale is used in the elementary in figuring all nine-week grades.

A+	100%	C+	77-79
A	94-99	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63

Any student receiving an incomplete will have up to two weeks into the next grading period to complete the work. If it is not completed by then, the grades on record will be averaged for the nine-week grade. If there was a long term illness, a make up schedule will be worked out to accommodate the work that needs to be completed.

### ***HOMELAND SECURITY ADVISORY SYSTEM***

In accordance with the federal homeland security advisory system, when there is a "severe condition" or red code, all outside doors to the building will be locked and generally secured by a member of law enforcement. Law enforcement or school officials will dismiss students at the regular dismissal time. Anyone entering the building during this lockdown period will be asked to show proper identification.

### ***HOMEWORK***

Students will receive homework assignments to help develop study skills. These assignments are expected to be done and returned to school when requested by the teacher.

### ***INTERVENTION ASSISTANCE TEAMS***

In order to further address the instructional, social, emotional, behavioral, or physical needs of the elementary students the concept of building intervention assistance teams (IAT) will be utilized. The primary focus of the IAT is the improvement of individual student's achievement within the classroom. The IAT's purpose is to assist the referring teacher in meeting the instructional needs of an individual student. The team may consist of teachers, education specialists, and parents. The team will focus on a primary concern of the teacher or parent, identify specific intervention strategies, and set a follow-up date all within a 30 minute time frame.

### ***LOST AND FOUND***

When a student finds an article which has been lost, it should be brought to the Principal's office. When a child loses an article he should report the loss promptly to his teacher or the office. Every effort will be made to return the lost items to their rightful owner.

Students are also reminded that they should not leave money or other items of value lying where they will tempt fellow students. Do not leave valuables in the locker rooms. The school is not responsible for lost or misplaced items.

### ***MEDICATION: ADMINISTERED BY SCHOOL PERSONNEL***

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

1. Administration of any prescribed medication without the written order of the physician and parent/guardian is prohibited.
2. Administration of any non-prescribed medication without the written order of parent/guardian is prohibited.
3. Written requests from the physician and the parent/guardian must include instructions as to the name of medication, dosage, time and duration of medication, possible side effects, doctor's signature and phone number as specified on school form. Any revisions to the original order must also be in writing.
4. The principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of the medication.
5. Medication must be in the container in which it was dispensed.
6. New request forms must be submitted each school year and as necessary for changes in medication order.
7. The medication and the signed permission forms should be brought to the school by the parent/guardian.
8. The school nurse is responsible for the monitoring of medications administered by school personnel. The school nurse is responsible for providing specific instructions pertinent to the medication.
9. Accurate record of the medication given must be kept and filed in the student's health folder at the end of the school year.
10. No person designated by the building Principal to administer medication could be held liable for administering or failure to administer medication.

Parents/guardians are permitted to administer any medication to their child within the school upon registering at the Principal's office.

**INHALERS:** Students have the right to possess and use a metered-dose or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The Principal and/or the school nurse must have received copies of these required written approvals.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the proper authority.

*Napoleon Area School Board Policies: JHCD-R, reapproval date: Feb. 22, 2000*

## ***PLAYGROUND RULES***

To ensure a safe and pleasant recess, the following rules must be observed while on the playground.

1. Students must use playground equipment in the safe and proper manner.
2. Students must stay within the boundary fences and play on the blacktop and grass areas only. They are not to retrieve balls that have gone onto the highway.
3. There will be no fighting, abusive language or rough conduct on the playground. Everyone must keep their hands and feet to themselves.
4. Students are not to play on the snow hills.
5. The throwing of snowballs, stones, or any objects other than sports equipment will not be tolerated.
6. All balls must be played with at a safe distance away from the windows of the building.
7. Any accidents or injuries should be immediately reported to the teacher on duty.
8. Students are to remain outside the building for the entire recess.
9. Students must stay away from any vehicles in the playground areas.
10. At the direction of the teacher, all students are to line up quickly and reenter the building in a quiet and orderly manner. Failure to follow the playground rules will result in the loss of recesses.

Those students with persistent and flagrant misbehavior on the playground will be taken to the office for further disciplinary action, including any of the following: notification of parents, extended loss of recess time, detentions, or suspension. All students will go out for recess. To be excused for recess a student must have parent note (good for one day) or a doctor's excuse for multiple days.

## ***PARENT-TEACHER CONFERENCES***

Parent-Teacher conferences for grades K-5 will be held midway into the second 9-week grading period. Parents will be notified in advance of these dates so they may reserve a conference time. Parents are urged to contact the school at any time concerning the education of their children.

## ***NAPOLEON AREA SCHOOLS PHYSICAL AND IMMUNIZATION POLICY***

- I. Upon enrolling in the Napoleon Area Schools each student must produce a record of the following immunizations:

<u>Vaccine</u>	<u>Doses</u>
DPT	4
Polio Vaccine	3
MMR	2 (one dose must be given on or after first birthday)
Hepatitis B	3 (grades 1-10)

If the student has received the initial dose of one DPT, one OPV/IPV and immunization against measles, mumps, and rubella, he/she may be conditionally admitted to school providing the remainder of the required immunizations are in the process of being received. However, they must make satisfactory progress in completing the DPT/DT/DTAP and polio series in order to maintain their *in process* status. Failure to do so is cause for exclusion from school attendance.

- II. School health authorities **require** the following immunization program for all students entering **kindergarten through grade 10**:

**DPT #5** Unless 4th dose given after fourth birthday

**POLIO VACCINE #4** Unless 3rd dose given after fourth birthday

**MEASLES/MUMPS/RUBELLA #2**

**HEP B #3** Student considered "*in process*" until series completed, as described above.

**VARICELLA #1** Student exempt if they have a history of varicella (grades K-3) ("Chicken pox") infection with a waiver signed on file.

- III. All students entering kindergarten or ninth grade must have a physical examination by a physician before the first day of school. All students participating in athletics must have a physical examination by a physician (including doctor of chiropractic) before the first day of practice. Nursery school physicals received after August 1 of the preceeding year will be accepted for entrance into kindergarten. New students need to show proof of a K-8 physical exam or a current high school physical.
- IV. All students have fourteen school days from the time they are notified by the immunization card/physical exam form to obtain the required immunization/physical or be medically excluded from school.
- V. All students not immunized because of medical reasons must have a waiver slip signed by a physician. Objection on religious or philosophical grounds is a valid exemption only when a written statement to this effect is signed by a parent or guardian; these parents should be warned that their children are subject to exclusion from school in the event of a school-based outbreak of any of the aforementioned diseases.
- VI. A student must have a permission slip from his physician to return to school if he/she has a contagious condition requiring a physician's treatment.
- VII. Annual screening tests conducted are:  
Vision - K, 1, 3, 5, 7, 9  
Hearing - K, 1, 3, 5, 9  
Scoliosis - 6, 7, 8
- VIII.A Td (tetanus-diphtheria-pertussis) booster is recommended for students age 10-18 years.

IX. No employee in the Napoleon Area School District shall administer internal medication to a student except the school nurse or person designated by the school nurse in writing for each separate occasion.

Legal References:

ODH 0814.11; ORC 3313.67, 3313.671, 3313.71, 3701.13 and 4104.011 A (5)

*Revised: 05/19/05*

*Napoleon Area Schools Board Policies: JCH, JHCA, JHCB*

### ***PROGRESS REPORTS***

Student progress reports will be issued at the completion of each nine week grading period as noted on the building calendar. Interim reports will be issued midway through the grading period or as needed.

### ***PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL*** (BOE Policy KLD)

Complaints about school personnel will be investigated fully and fairly; however, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the Board of Education as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The superintendent/designee will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedure will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts from their vantage point.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

### ***RECORDS (Pupil)***

Pupil records are maintained in the school office. Parents have a right to review the student's education records. In order to arrange for the inspection of student's records, the parent shall submit to the school principal a written request. The principal will notify the parent of the time and place of the inspection. This procedure should be completed within fourteen (14) days of the receipt of the request for access and must be completed within 45 days. No records are to be removed from the school and the principal or other qualified school personnel must be present to explain any of the tests or other materials. It is the intent of the school to limit the disclosure of information contained in the

education record, except in accordance with the prior written consent of the parent or as directory information. Parents have a right to seek to correct information believed to be inaccurate, incomplete, misleading, or in violation of student's rights and have the right to file complaints with the Department of Education. These procedures are outlined in BOE policy JO available in the school office or library. *Reference BOE policy JO.*

### ***RETENTION POLICY***

The promotion of each student is determined individually and based upon the following factors: reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade averages. Promotion procedures demand continuous analysis and study of the cumulative student's case history records. Guidelines include the following:

- A student receiving passing grades in reading, mathematics, social studies, science and English is promoted.
- A student having failing grades in reading, mathematics and English at the end of each year has his/her case evaluated by teachers, guidance counselor and principal for placement.
- No conditional promotions are permitted.
- A student with failing grades may be assigned to the next higher grade with discretion only with the approval of the principal.
- A student having passing grades, D or above, throughout the year is not failed.
- No student shall be retained more than twice in the elementary grades.
- Documentary and anecdotal evidence should be available to justify retention.
- A student with failing grade during the academic term is entered into the District's intervention programs to be assisted toward academic success.

Third grade students failing to pass the third grade Ohio Reading Achievement Assessment are not promoted to the fourth grade unless the student is a child with disabilities excused from the test or the student's principal and reading teacher agree the student is academically prepared to be promoted. Fourth grade students who receive a below basic score on the third grade reading achievement test are provided one of the three options:

1. Promotion to fourth grade if the principal and reading teacher agree that other evaluations of the student's work indicate the student is academically prepared for fourth grade;
2. Promotion to fourth grade with intensive intervention in that grade; or
3. Retention in third grade.

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

Legal References:

*ORC 3303.0710, 3303.0711, 3313.608, 3313.609 Revised: 02/18/02*

*Napoleon Area Schools Board Policies: IKE*

### ***SCHOOL PICTURES***

Individual pictures will be taken during the school year. Students will be advised of dates prior to the taking of the pictures. A makeup day will be held, however; the child's picture will not appear in the classroom composite. Purchase of the pictures is the option of the parents and is operated on a prepay basis.

### ***STUDENT IMAGES (VIDEOS/PICTURES)***

The Napoleon Area Schools may include your child's image in broadcasts over the Public Access Channel or in an area newspaper. Such releases would only be a part of school sponsored activities. Broadcasts or newspaper coverage would include plays, presentations, demonstrations on learning, and informational services such as awards, building tours, P.T.O. events, etc. If the authorization is not turned in by Oct. 1, student images may be released as deemed necessary by the school.

### ***SCHOOL TESTING PROGRAM***

Grade K - KRA-L Ohio literacy readiness assessment

Grade 1 - Diagnostic Test in Writing, Reading, Math

Grade 2 - Diagnostic Test in Writing, Reading, Math; Iowa Test of Basic Skills and Cognitive Abilities Test

Grade 3 - Ohio Achievement Assessment - Reading and Math; Diagnostic Test - Writing

These standardized tests are supplemented with teacher made tests and tests that are published by textbook companies to accompany our regular curricular programs. Testing to meet unique individual needs in all grades may also be given.

### ***STUDENT DRESS GUIDELINES***

There are certain standards which must be met for the health, decency, and the learning atmosphere of the student body. Much deliberation must be taken before wearing items of clothing that could be considered questionable.

- Remember that as styles change, dress code guidelines may change mid-year, so listen to announcements and read parent newsletters.

The items listed below are guidelines for all elementary students to follow:

1. Clothing and accessories that are damaging to school property must not be worn.

2. Clothing which is sold as underclothing must not be worn as outer apparel.
3. Hats or head covering of any type are not to be worn in the building.
4. Underclothing must be worn.
5. The American Flag must be worn only in accordance with the rules of National Flag Code.
6. Shoes or sandals must be worn.
7. Apparel and accessories that are dangerous, unhealthy, in bad taste, not loose enough, too loose **or too brief** to provide a good appearance or act as a detriment to the learning atmosphere must not be worn. This includes clothing that makes any reference to tobacco, drugs (including alcohol), and anything that is obscene or profane.
8. Sunglasses shall not be worn in the building unless prescribed by a physician.
9. THE PRINCIPAL WILL MAKE THE FINAL DECISION ON ANY QUESTIONABLE OR DISRUPTIVE DRESS CODE ITEM.

Violators of the above guidelines will be dealt with by the building principal. Those wishing to have a hearing may do so by following our normal hearing procedures. It is the judgment of the Napoleon Area Schools that it is the responsibility of the parents to supervise their child's adherence to the aforementioned listed dress guidelines. Suspension may result from violation of the dress guidelines.

### ***STUDENT DISCRIMINATION/HARASSMENT***

All persons associated with the District, but not limited to, the Board, the administration, the staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination and harassment.

Sexual harassment, whether verbal, physical or occurring in or out of the District Buildings, or at school sponsored activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of Board policy.

The Board's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business and will apply to race, background, religion, sex, economic status, age, disability, and other human differences.

If any person believes that the Napoleon Area City School District or any of the District's staff has inadequately applied the principles and/or regulations of Title IX of the Education Amendment Act of 1972, may bring forth a complaint, which shall be referred to as a grievance, to one of the District's Title IX Coordinators:

Mr. Ryan Wilde  
303 W. Main Street  
Napoleon Middle School  
Napoleon, OH 43545

*Reference: Napoleon Area Schools Board Policies: AC, ACA, CAA, ACB*

### ***TEACHERS/STAFF***

At the beginning of each school year, school districts must make available, upon request, the following information about their child's classroom teacher:

- 1) Whether the teacher has met the state qualification and licensing criteria or the grade levels and subject areas taught
- 2) Whether the teacher is teaching under emergency or other provisional status
- 3) Whether the child is provided service by paraprofessionals, and, if so, the paraprofessional's qualifications.

### ***TELEPHONE USE BY STUDENTS***

Since the school telephone is used mainly for business, it will be restricted to student's use only in case of an emergency.

### ***TEXTBOOKS AND EQUIPMENT***

At the beginning of each school year, textbooks and equipment are evaluated as to condition and assigned to students. All textbooks are the property of the Board of Education. In some classes workbooks and supplies are required. Parents will be informed of these costs later. It is the student's responsibility to take care of all assigned textbooks as they are expensive and must serve for many years. At the end of the year, the books will be collected and checked for damage. If a book is damaged the student will be required to pay for the damages to the book.

Our prime objective is for the students to understand their responsibilities to each other, the materials they use, and themselves.

### ***TORNADO DRILLS***

Students will be assigned by classes an area in an inner hallway to which they are to go when there is a threat of a tornado. Students should move quickly and quietly to the area and assume a crouched position on the floor.

### ***VACATIONS - EXTENDED***

Families going on a vacation during the school year of more than three consecutive school days should contact the principal and the student's teacher at least one week in advance. Arrangements for working ahead on assigned work can then be made. An excused absence will be given for up to five days (1 week) of vacation.

## ***VISITORS***

All visitors must report to the office and obtain permission before visiting any classroom or other areas of the building or grounds. Students visiting classrooms must make arrangements in advance through the school office.

Teachers are conducting class and have the responsibility for all students. Parents should not interrupt unless prior approval is obtained and it is of vital importance and cannot be taken care of after or before school hours.

## ***WITHDRAWAL PROCEDURES***

The parent or guardian of any student leaving the school system should notify the office. All fees should be paid and all books returned before leaving. A student must be in good status before school records will be released to the next school. Prior to leaving school, a parental consent form must be signed to allow records to be forwarded to the future school.

## ***BOARD OF EDUCATION MEMBERS***

Larry E. Long, President  
Marcia S. Bruns  
Rob M. Rettig  
Tom B. Weaver  
Michael J. Wesche  
Michael R. Bostleman, Treasurer

## ***PARENT ORGANIZATION/BOOSTER GROUPS***

Napoleon Area Elementary Schools P.T.O.  
Central West C.D. Brillhart

*Napoleon Area Schools do not discriminate on the basis of sex, race, color, or national origin, age, or handicap. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination in educational opportunities of employment with the school system.*