

GROVEPORT MADISON LOCAL SCHOOLS

ELEMENTARY STUDENT HANDBOOK

FEE STRUCTURE:

The fees adopted by the Board of Education are as follows:

FEE:	KG	1st	2nd	3rd	4th	5th
Consumable/ Workbooks	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

PURSUANT TO O.R.C., SECTIONS 3313.642, GRADE CARDS WILL BE HELD AT THE END OF THE FIRST SEMESTER OF SCHOOL FOR ANY UNPAID WORKBOOK FEES. * ADDITIONALLY, GRADE CARDS WILL BE HELD AT THE END OF THE YEAR FOR NON-PAYMENT OF ANY OUTSTANDING FEES INCLUDING THOSE FOR LOST OR DAMAGED LIBRARY BOOKS OR CLASSROOM TEXTBOOKS.

*First semester ends January 15, 2010.

BOARD OF EDUCATION:

Members of the Board of Education are:

- Mr. Duane Dailey
- Mr. John Kershner
- Dr. Naomi Sealey
- Mr. Nathan Slonaker
- Mrs. Mary Tedrow

Regular board meetings are scheduled the second Wednesday of each month at 7:00 p.m. at the Community Center for Madison Township, 4575 Madison Lane, Groveport, Ohio. This address is across from the High School on Hamilton Rd.

ADMINISTRATIVE OFFICE:

**5940 Clyde Moore Dr.
Groveport, Ohio 43125.....492-2520**

- Mr. Scott McKenzie, Superintendent
- Mr. Kevin Scott, Director of Personnel and Special Education Services
- Mrs. Susan Briggs, Director of School Improvement
- Mrs. Chris Bowser, Public Information Supervisor
- Mr. Larry Ricchi, Business Manager
- Mr. Bill Bowman, Facilities Manager
- Mr. Dave Lanning, Pupil services

Asbury Elementary.....833-2000
5127 Harbor Blvd., Cols. 43232

Dunloe Elementary.....833-2008
3200 Dunloe Rd., Cols. 43232

Glendening Elementary.....836-4972
4200 Glendening Drive, Groveport 43125

Groveport Elementary.....836-4975
715 E. Main St., Groveport 43125

Madison Elementary.....833-2011
4600 Madison School Drive, Cols. 43232

Sedalia Elementary.....833-2014
5400 Sedalia Drive, Cols. 43232

GRADE CARDS:

Grade cards are issued **four** times per year for grades one through five. Grade cards are usually sent home six school days after the **nine** weeks are completed. Grade cards need a parent's/ guardian's signature before being returned to the classroom teacher each of the first three grading periods.

Midway through each nine weeks grading period, 1st thru 5th grade teachers are required to send home an interim report for each student. The interim report will allow parents to review grades midway through each grading period.

Kindergarten progress reports are issued at the end of each semester.

Art, music and physical education grades are also given only at the end of each semester.

PARENT CONFERENCES:

It is very important to keep lines of communication open between school and home.

Planning time is set aside daily for each teacher to plan and prepare lessons and to conference with parents in person or via the phone. Parents are encouraged to use this available time to communicate **OFTEN** with their child's teacher. Please call your school office.

Parents are invited to visit the school. Per negotiated agreement, teachers require parents to make prior arrangements through the school office at least 24 hours in advance before **officially visiting your child's classroom**. With teacher permission, we will escort you to your child's room where you may observe your child. If you would like to schedule conference with the teacher about what you observed, each teacher has a 40-minute planning and conference period each day. Increasing understanding on the part of both the parent and the school always results in better communication. Please call your school office to arrange for your visit.

If you visit during the school day, please stop in the office to sign in and receive a visitor's badge that **must** be worn while in the building.

Again this year, parent-teacher conference days will be scheduled. The staff will decide the dates and times and we will notify parents. We will probably have two evening conference times, in November and February – at least three hours and thirty minutes in length, so we can reach as many working parents as possible.

Some staff may choose to have student directed parent conferences at which students present their work to their parents. Good and poor papers are included because none of us are perfect. The student and parent can then discuss progress with the teacher. The positive

aspect of this kind of conference is that the student is responsible for the conference and directly involved in discussions regarding their progress and potential.

HONOR ROLL:

Students in third, fourth, and fifth grades are eligible for the honor roll. To be listed on the honor roll, a student must receive a grade of “B” or higher in the following subjects: Reading, Spelling, Social Studies, Mathematics, Language, Science and Health. Names of eligible students will be recognized.

DRESS EXPECTATIONS:

We believe the way a person is dressed influences attitude and behavior.

1. Students in school shall be neat, clean and dressed in a manner appropriate to an educational setting. We request that apparel shall not be dangerous or embarrassing to the wearer nor distracting or provocative to others.
2. The season for wearing shorts by boys and girls shall be **left to the discretion of the parents.** Short-shorts are not permitted. Shorts should be at an appropriate length, at least at student’s fingertip length. Shirts must cover the entire upper body and undergarments should not be visible. *Parents and students: please remember that shorts weather changes quickly. You may pack warmer clothing in your book bag if temperature changes are expected. Principal reserves the right to deny recess to a student due to inappropriate dress.
3. The primary responsibility for adhering to school dress code falls **on the student and the parent. Using good “common sense” and weather reports** generally dictate school dress.
4. Boys and girls may not wear hats in the building except for medical reasons or designated days such as “Hat Day”.
5. Principal reserves the right to determine appropriate dress. A more defined dress code may be developed according to individual building need.

SCHOOL SECURITY:

The only doors unlocked during operating hours are the front doors. When any parent or school visitor enters, he or she **MUST** check in at the office, sign in and wear a visitor badge while in the school building. We are determined to provide a safe school environment for all involved. Please frequently review with your child(ren) how they can follow good common sense guidelines to be safe at school. (Examples: Follow teacher’s directions the first time given. Do not approach or talk to strangers on school grounds. Report to the playground duty teachers any strangers on the school grounds. Walk home from school with a friend. Do not wear clothing or carry bags that display your name, etc....)

If you are a parent or visitor in the school and do not have a visitor’s badge on, don’t be alarmed when a teacher, secretary, custodian or principal asks who you are and how they can help you find the office.

We have reviewed with the staff seven critical tasks when dealing with a crisis. They are: (1) Establish Communication (2) Identify the Danger Zone (3) Set an Outer Perimeter (4) Open a Command Post (5) Activate Staging Areas (6) Identify (7) Request Needed Resources.

Periodically the staff and students review and practice a school lock-down drill that has been developed to account for all students and employees. Every month this school practices fire drill procedures and in March, April and May we practice tornado safety drills.

If you have suggestions about our security, please contact the Building Principal.

ATTENDANCE AND ABSENCES:

Parents are encouraged to develop good punctuality habits in their children. This habit should be cultivated as early in life as possible. The Compulsory Attendance Laws in Ohio state that parents are responsible for their children attending school regularly.

It is illegal for a student to be out of school for any reason other than:

1. Personal Illness
2. Death in the family
3. Quarantine
4. Religious holidays
5. Detained by parent for necessary work
(Section 3221.94 of the Ohio Revised Code)

If the principal deems it necessary, those absences caused by contagious disease will require a doctor's written statement or examination by the school health nurse before the student will be admitted back to class.

When your son or daughter is absent from school, **PLEASE DO THE FOLLOWING:**

1. **PLEASE CALL THE SCHOOL BEFORE 9:15 A.M. ON THE SAME DAY YOUR CHILD IS ABSENT.** Parent(s)/guardian(s) **MUST** notify the school on the day a student is absent, unless previous notification has been given in accordance with the school procedure for excused absences.
2. **PLEASE SEND A NOTE STATING THE REASON FOR ABSENCE WITH YOUR CHILD UPON THEIR RETURN TO SCHOOL.** We must have a **NOTE** and a **PHONE CALL** for your child to be excused. If we do not have both, the absence will be counted as unexcused.

We urge parents to make every effort to schedule medical, dental and optometrist appointments on Saturday or after school if possible. If this cannot be done, please get a **MEDICAL EXCUSE FROM YOUR DOCTOR.** In Grades K-3, if the principal deems it necessary, a pupil may be required to provide a doctor's statement for excessive absences

during a particular grading period. In **Grade 4 and 5**, a student shall be required to provide a doctor's statement for absences exceeding fifteen (15) days.

If you call the school between 7:00 a.m. and 9:00 a.m. to report an absence, the office staff will log your call. After 10:00 a.m. it may be necessary to call your home or workplace to inquire about the absence of your child. **YOU, AS A PARENT, ARE RESPONSIBLE TO STOP IN THE OFFICE AND SIGN YOUR CHILD IN IF THEY ARE LATE TO SCHOOL.** If we do not know that the child is in the building, we will contact you to find out why he/she is not at school. The teacher assumes that they check in at the office. Many times they do not. **NO SYSTEM IS PERFECT. WE APOLOGIZE IF WE CONTACT YOU AND YOUR CHILD IS PRESENT OR YOU HAVE ALREADY CALLED THE SCHOOL. We are concerned for the safety of your child.**

If parents do not follow the above guidelines, the school is required by law (O.R.C. 23903.3) to contact you via phone or mail on the first day of their child's absence. Please make sure you provide the school with current home and/or work phone numbers.

PERFECT ATTENDANCE MEANS NO MISSED DAYS OF SCHOOL AND NO TARDINESS. QUALIFYING STUDENTS WILL BE RECOGNIZED.

Students are not permitted to participate in extra-curricular activities unless they are in school all day.

FREQUENT ABSENCES OR PATTERNS:

If your child has had 15 unexcused absences, we will notify the truant officer at the Franklin County Educational Service Center. We will also call the truant officer if your child has not missed any days but has had 15 unexcused tardies. The district requires this. We need your children in school!

In keeping with the Ohio Revised Code 3313.66 and 3313.661 due process, parents or guardians may have the opportunity to appear at an informal hearing before the building administrator and have the right to present reasons for excusing their child's absence.

On August 31, 2000 a new truancy law went into effect. This law allows parents of chronically or habitually truant children to be charged with fines up to \$500.00 or up to 70 hours of community service. The law defines a **habitual truant** as a student who is absent without excuse for five consecutive days, seven days a month, or 12 days a school year. A **chronic truant** is a student who skips school seven consecutive days, 10 days in a month, or 15 days in a school year.

In all cases of absences except vacations, the pupil will be given one day to make up work for every day of absence, unless other arrangements have been approved by the teacher or building principal.

TARDY AND ONE-HALF DAY ABSENCES:

Students arriving after the start of school are considered tardy. Students absent for **more than one and one half hours, either morning or afternoon, shall be considered one-half day absent. A PARENT OR GUARDIAN MUST SIGN STUDENTS ARRIVING LATE OR LEAVING EARLY IN AND OUT OF THE OFFICE. IF THE CHILD IS TO BE RELEASED TO ANOTHER PERSON, PLEASE SEND A NOTE AND CALL THE SCHOOL.**

VACATIONS:

Vacations are excused absences provided a "**Planned Absence Form**" has been signed by the parent and teacher prior to vacation. The parents should contact the school **two weeks** in advance so that assignments may be prepared as much as possible by the teacher. Completed schoolwork is to be turned in immediately upon return to school unless other arrangements have been made with the classroom teacher.

HOMEWORK:

The main value of homework is the experience it gives the child to work on his/her own to reinforce skills already explained in class. It is expected that every child will read or be read to every day at home. It is also expected that students will spend time at home each week studying spelling words and working on basic math facts as needed.

The support of the parent is important when the teacher gives homework. Helping the child to find a quiet place to study and checking over work with the child when it is finished, for both neatness and accuracy, can be of great help. Be generous with praise for work well done. By doing this, you may help your child to feel greater satisfaction in having completed his/her assignment.

MAKE-UP WORK (PLEASE CALL EARLY):

Many times when a child is ill, parents want to pick up make-up work or have it sent home with a sibling or friend. Please remember to **CALL SCHOOL AS EARLY AS POSSIBLE IN THE MORNING FOR MAKE-UP ASSIGNMENTS. TEACHERS NEED TIME TO ASSEMBLE THE HOMEWORK. IT IS NOT POSSIBLE TO HAVE MAKE-UP ASSIGNMENTS PREPARED BY 3:45 P.M. TO BE SENT HOME ON THE BUS WITH A FRIEND OR NEIGHBOR WHEN WE RECEIVE A CALL AT 3:30 P.M.**

Teachers take their time to prepare homework for your child. Please make sure you come in to the school and pick it up.

SCHOOL RESIDENCY:

A child is to attend school in the custodial parent's school district of residence. If the parents are divorced or separated, the school must receive a copy of the court order granting custody of the child to the resident parent/guardian before the child may register.

ENROLLMENT REQUIREMENTS:

To enter kindergarten, a child must be five years of age on or before August 1 of the year enrolling. To enroll in the first grade, a child must be six years of age on or before August 1 of the year enrolling.

Parents must provide verification of the child's age by providing the child's birth certificate or other acceptable legal document. A child entering kindergarten or first grade will not be assigned to a class until this information is provided. In addition, parents must provide the child's record of immunization. Children who do not have evidence of proper immunization will be excluded from school after fourteen days.

KINDERGARTEN REGISTRATION:

Kindergarten registration is held each year in the **early spring** for all students entering school in the fall. To be eligible for kindergarten, a child must attain the age of five by August 1st of the year he/she will be enrolling school. Additionally, all entering kindergarteners are required to have a health screening completed by a physician or clinic. An up to date immunization record is also required. If you have any questions concerning immunizations, please call your physician or the school nurse.

At the time of registration, you must present an official birth certificate. Hospital birth records are not acceptable. You are also required to show proof of residency – utility bill, voter registration, lease or sales agreement, etc. as well as the social security number of the child. If you are a single parent (unless the father does not appear on the birth certificate), it is necessary to have on file a copy of your divorce decree which names you as the residential parent.

CHILD CUSTODY:

If separation or divorce occurs, it is recommended that the custodial parent file a copy of the custodial papers in the school office. If you have been given legal guardianship of a child, please file a copy of the appropriate papers in the school office as well. This will assist the school in releasing the child to the proper persons. In cases where the father is not listed on the birth certificate, and/or the parents were never married, a birth certificate is sufficient to prove the mother as sole guardian.

WITHDRAWAL FROM SCHOOL:

If it should become necessary to withdraw your child from school, it is suggested that you do the following:

1. Notify the school as soon as your plans are definite. Give the name and address of your child's new school if possible.
2. Inform the school of the final day of attendance and return all textbooks, library books, or other materials belonging to the school.
3. Pay all outstanding debts to the school (lunch money, workbook fees, etc.) and have your child bring home all personal belongings.
4. As soon as you move into your new area, enroll your child, sign a records release form at your new school giving the name and address of your former school.

STUDENT RIGHTS AND RESPONSIBILITY:

Every citizen has individual rights and freedoms guaranteed and protected by local, state and federal statutes. Students attending Groveport Madison Schools are expected to exercise these freedoms within the framework presented in this handbook. Students have the right to expect reasonable and just treatment from the school and its employees. The school and school employees have the right to expect reasonable and just treatment from the students. Freedom carries with it responsibilities for all concerned.

CARE OF SCHOOL PROPERTY:

Students are expected to take care of and respect **ALL** school property. Any item owned by the Board of Education such as textbooks, library books, materials or other equipment, which is borrowed by a student, must be returned to the school in the same condition, reasonable wear acceptable. There is to be no willful destruction of property, however minor, such as writing in books or on tables or walls. Students are responsible for and will be expected to pay a fine or fee for anything lost or damaged beyond normal wear.

CARE OF PERSONAL PROPERTY:

Students are expected to leave all personal electronic devices including cell phones, mp3 players, radio and other music players and hand-held games at home. Students who bring these items to school do so at their own risk. Groveport Elementary School is not equipped with student lockers or other secure locations for students to store personal valuable items. In case of theft, the administrator may conduct a reasonable investigation to retrieve stolen items.

NON-DISCRIMINATION POLICY:

Groveport Madison Local Schools affirms that no person shall, on the basis of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. The Board of Education has designated the Director of Pupil Personnel as the Title VI, Title IX and Section 504 Coordinator. All complaints should be referred to the school district office at 492-2520.

CHILD ABUSE AND NEGLECT:

State Law requires that all suspected cases of child abuse must be reported to the appropriate agency. The teacher, principal, school psychologist and school nurse work together to assist the student and family.

STUDENT AND FAMILY ASSISTANCE:

If a family has financial problems, which make it impossible to provide their children with necessary supplies, lunch money, school workbook fees, or clothing, please contact the building principal. Every attempt will be made to assist the family to resolve these problems.

SPECIAL STUDENT SERVICES:

The school district and the county provide many additional programs and services to serve special needs children. Programs for students who qualify are available in the areas of learning disabilities, behavioral disabilities and developmentally handicapped. Parents or teachers may request the assistance of the school psychologist, speech therapist, and educational consultants.

STUDENT INSURANCE:

Parents are given the opportunity to purchase health insurance for their children on a voluntary basis. Forms will be passed out the first day of school and are available in the school office all year.

SCHOOL TELEPHONE:

Students may use the school phone only in an emergency. Please impress upon your child that they are not to ask to use the phone unless an emergency exists. An emergency does **NOT** exist when homework is forgotten or a book is forgotten; the student decides after arriving at school that he/she would like to ask mom for permission to go home with a friend; or a student decides he/she would like to stay after school for some activity.

ANIMALS:

The classroom teacher must give special permission before a child may bring any animal to school. **PARENTS MUST BRING THE ANIMAL TO SCHOOL AND TAKE IT HOME AGAIN.** No animals can be transported on the school bus. Common sense and safety factors should be considered when bringing an animal to school.

INFORMATION PERTAINING TO SCHOOL CLOSING:

In cases where school may be closed or cancelled due to snow or other adverse conditions, please listen for information on the following radio stations starting at 6:30 a.m.

1460 WBNS-AM Columbus, Ohio
610 WTVN-AM Columbus, Ohio

Additionally, when conditions are suspect for school closings, the three local television stations provide excellent information on announced closings after 6:30 A.M. when local news is covered.

If an early dismissal should develop because of bad weather, we do allow students to call parents. However, in the event we cannot reach every parent, parents should establish a **“PLAN B”** for their children. It rarely happens that school is dismissed early due to weather conditions; however, we do want to be prepared for such an emergency.

PLEASE DO NOT CALL THE SCHOOL OFFICE FOR CLOSING INFORMATION. THIS INFORMATION USUALLY IS ANNOUNCED PUBLICLY BEFORE WE ARE NOTIFIED AT SCHOOL.

SCHOOL PATROL:

The boys and girls of our school district serve voluntarily. Please instruct your son or daughter to respect their authority at all times. **When the temperature or wind chill factor is 25 degrees or lower, the patrol will not be on duty.** Students serving on the patrol will be chosen by the Safety Patrol Advisor during the first ten days of school. Please discuss with your child the importance of crossing at one of the designated areas and obeying the safety patrol.

FREE AND REDUCED BREAKFAST and LUNCH:

“Free and Reduced Breakfast and Lunch” applications are distributed each year and can be obtained from the school office or on our website posted under Downloads/Links. Parents complete this form and return it to the office to be approved for eligibility. The form must be filled out correctly and completely with ages, social security numbers, phone numbers, ADC numbers and/or food stamp numbers. Recipients of reduced breakfast and lunch pay 30 cents for breakfast and 40 cents for lunch per day. Payment can be made by cash or check payable to Groveport Madison Schools. The names of students approved for free or reduced lunches appear on the “prepaid” list in to the cafeteria POS system.

REGULAR BREAKFAST: The cost of a regular breakfast is \$1.00. Extra milk is available for 40 cents. Students may prepay for breakfast for \$5.00 for the week.

REGULAR LUNCH: The cost of school lunch is \$2.25. Extra milk (white, chocolate or strawberry) is available for 40 cents. Students can pay daily or prepay \$11.25 for the week.

Checks for breakfast and lunch should be made payable to “Groveport Madison Schools”.

PREPAID BREAKFASTS AND LUNCHES WILL CARRY OVER TO THE FOLLOWING WEEK IF A STUDENT IS ABSENT.

The principal and lunchroom duty teachers **ENCOURAGE** all students to eat their packed or purchased lunch prior to buying ice cream or other snack items. The head cook and cafeteria

workers also follow the same guidelines. This reduces the possibility of a child eating only ice cream and/or snacks and throwing away a packed or purchased lunch. Principal and duty teachers will encourage students to drink their milk and eat as much as possible before dismissing students to recess.

CAFETERIA CHARGING PROCEDURES:

Lunch money is sometimes forgotten or lost so a student will be allowed to charge his/her lunch and repay the money the following day. A student may collect up to two charges and then the money must be repaid before another charge can be made. No student will go hungry! **If a student has reached their two-charge limit, they will receive a cheese sandwich and white milk for lunch.**

No charges will be accepted the last two weeks of school. Near the end of the school year, the food service will send out a reminder notice regarding this cut off date. **If a student forgets his or her lunch money after the cut-off date, he/she will receive a cheese sandwich and white milk.** All previous charges should be repaid by the end of the school year. Report cards will be held for non-payment.

COUNSELING SERVICES:

A variety of counseling services are available to the students and parents of Groveport Madison including individual and group counseling sessions on topics such as divorce, friendship, self-esteem and abuse. Students also receive classroom instruction on decision-making skills, study skills and establishing positive peer relations. Parents are welcome to call for referrals.

BUS TRANSPORTATION

All students who ride a bus are subject to bus rules and regulations while riding to and from school or on special trips. All students receive bus safety instruction.

The principal will meet with parent, students and transportation officials to discuss any misconduct that results in revoking a student's bus privileges.

OUTSIDE RECESS:

Kindergarten through fifth grade will have outside lunch recess when the temperature is at least 25 degrees and there is no wind chill; otherwise it will be determined by the wind chill factor. If you do not want your child to participate in outside recess because of a cold or other medical ailment, please send a note to his/her teacher. Those children will be sent to student hall during that time. Otherwise, **ALL** children will go outside during lunch recess. Extra recess time is scheduled at the discretion of the classroom teacher. **PLEASE HAVE YOUR CHILD DRESS APPROPRIATELY FOR COLD OR COOLER WEATHER. EX. WEAR A COAT TO SCHOOL.**

FLIP FLOPS: Due to several minor and a few severe playground injuries involving flip flops, students will be required to wear footwear on the playground that cover the feet and are securely attached. Students who wear flip flops to school must change into appropriate non-flip flop type shoes prior to exiting the building for recess. Students who forget a change shoes will be sent to study hall for recess time where they may read a book or work on homework.

LIBRARY:

We encourage the children in grades kindergarten through fifth to make good use of the library. It is a place to enjoy books and other media in a relaxed and pleasant atmosphere. Personal attention is given to each student's needs and interests. Appropriate library skills are introduced at each grade level. Please return all books by the scheduled date. Grade cards may be held at the end of the year if students have outstanding fees for lost or damaged books.

EMERGENCY MEDICAL AUTHORIZATION AND EMERGENCY CARD:

Every student should have a completed Emergency Medical Authorization and Emergency Card form. These forms are an integral part of your child's school records and we request they be completed and returned to your child's teacher as soon as possible. Please indicate on the Emergency Card a friend, relative or neighbor that may be contacted if your child becomes ill during the school day and we cannot reach a parent or guardian. **WE MUST HAVE EMERGENCY TELEPHONE NUMBERS ON EACH EMERGENCY CARD.**

EMERGENCY CARD UPDATE:

It is important that your child's emergency card contains up-to-date information at all times. If you move or change phone numbers (home, work or cell), **please** contact the school office with your new information.

SCHOOL RULES:

We all want schools to produce good citizens. The students, on the whole, are well-mannered, responsible citizens of their school community. The staff, students and principals developed rules to curb the actions of those few students who interfere with the education or safety of the responsible majority. Listed below are the rules **ALL** students of Groveport Madison must follow. Principal reserves the right to determine acceptable and unacceptable behaviors.

GENERAL SCHOOL RULES:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Be polite. No cursing, teasing or name-calling.
4. WALK IN THE BUILDING. **Running is not acceptable.**
5. Use the restroom properly.
6. Demonstrate respect for others, for self and for property.

PLAYGROUND RULES:

1. Follow directions of all staff.
2. Keep hands to yourself at all times.
3. Use equipment properly.
4. Do not throw rocks or harmful objects.
5. Cursing, teasing and fighting are not allowed.
6. Play in assigned areas only.

HALLWAY RULES:

1. Follow directions of all staff.
2. Always walk. **Running is not acceptable.**
3. Go directly to assigned area.

CAFETERIA RULES:

1. Follow directions of all staff.
2. Raise hand to be excused from seat.
3. Speak in your normal inside voice. **Yelling is not acceptable.**
4. Do not throw food; use proper table manners.
5. Walk. **Running is not acceptable.**
6. Clean up your space after eating.

STUDENT DISCIPLINE:

The Ohio Revised Code 3313.661 specifies that the school have the right to expect reasonable behavior from students. Teachers and principals stand in loco parentis to students in their charge and may exercise such powers of control, restraint and correction over them as may be reasonably necessary to perform their duties.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask parents to discuss with their children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect toward others, obscene language, destruction of property, or a child disrupting the learning environment.

You also need to be aware that:

- Possession or use of tobacco will result in parent(s) notification, in school or out of school suspension, and possible participation in the HABIT class presented by the Central Ohio Lung Association.
- Possession of alcohol or narcotics will result in a suspension and a recommendation for expulsion from school.

- Possession of an item that can be conceived to be a weapon (i.e., gun or knife) will result in out-of-school suspension or expulsion.

While we do not anticipate multiple problems, we do want you to be aware that infractions of the rules **will not be tolerated**. Your child's behavior is his/her responsibility. If problems do occur, they will be resolved much more quickly if parents and school personnel work together.

*The use of physical restraint to protect persons or property, to remove a student from a seriously disruptive situation, or to obtain the identity of an individual who refuses a reasonable request for identification may be required in some situations. It is recognized, therefore, that situations may call for the use of reasonable physical restraint by staff members. The situations exist when:

- a. the physical safety of a person is endangered;
- b. property is being vandalized or stolen;
- c. a student is creating a seriously disruptive situation that violates the rights of others; or
- d. an individual refuses a reasonable request to provide identification.

PROMOTION/RETENTION:

The promotion and retention of students is a decision of the professional staff. All decisions, either to promote/retain or place a student, will be based upon what is judged by the teachers and the administrator to be in the best interest of the child. Parents will be kept informed of these considerations. Every effort will be made to communicate with parents. Parental input is always encouraged.

WHAT PARENTS CAN DO TO HELP THEIR CHILD IN SCHOOL:

1. **Have your child receive the proper amount of sleep.**
2. **Make sure your child eats a healthy breakfast every day.**
3. **A healthy mental attitude is a must.**
4. **Stress the importance of being on time.**
5. **Provide a place and time for evening study.**

HOMEWORK TIPS:

Listed below are a few tips to help your child with homework:

1. Secure a quiet, well-lighted place to study.
2. Establish a regular homework time.
3. Encourage and support your child's efforts.
4. Children in grades one through five always have homework because of the district's spelling curriculum. There are words to study each night.
5. Always check your child's student planner daily.

6. If your child says he/she has no homework, then read together for twenty to thirty minutes.

SCHOOL HEALTH INFORMATION

ILLNESS:

While at school, if your child has a fever of 100 degrees or more, vomits, has diarrhea, is too ill to be at school or has a serious injury, you will be notified to pick up your child. Please update your phone numbers and/or employment information so we can contact someone in case of an emergency. In general, a student may return to school after an illness if the following circumstances do not conflict with our school board policies:

1. They feel well enough to participate in class.
2. They are no longer contagious.
3. They are free of fever or vomiting for a full 24 hours.
4. When blood or drainage is contained in a bandage without seepage.
5. They have a doctor's note to return to school as long as it does not conflict with school board policy or the ODC Communicable Disease Manual.

CONTAGIOUS DISEASES:

Chickenpox-Your child needs to stay home until all the pox scabs are dry and no new pox appear. Please notify school nurse of your child contracts chickenpox.

Conjunctivitis (pink eye)-Pink eye is very contagious. Your child may return to school 24 hours after the start of medication or when free of discharge.

Impetigo-Impetigo must be treated with a n antibiotic to prevent scarring or spreading. Your child may return to school 24 hours after medication is started and no oozing is present.

Ringworm-Ringworm is highly contagious. Your child may return to school 24 hours after medication is started. You must provide school with date and time medication began plus name of medication.

Strep Throat- Call the doctor if your child has had a sore throat for more than three days. Your child may return to school 24 hours after starting medication or when a negative culture is obtained.

FIRST AID:

The school district nurses cover more than one building and are often unavailable during illness or injury. Staff will perform basic first aid as needed including the use of soap and water, bandages or ice to treat injured students. We will make every attempt to notify parents using the phone numbers you provide.

HEAD LICE:

Head lice are a common nuisance at most elementary schools. Head lice are very small insects, about the size of a sesame seed, that live in hair. The primary symptom of head lice infestations is the itching that occurs when lice bite and suck blood from the scalp. Children should be warned not to share combs, brushes, or other personal items such as hats, barrettes, hair ribbons, headphones or headbands with others.

Frequent bathing and shampooing will not prevent head lice, nor eliminate them once they are established. Using a blow dryer on the hair will also have little or no effect on lice. It is not true that only unclean people get head lice; anyone can get head lice.

Treatment for lice is a two-step program. First, a special head lice product must be used to kill the crawling lice. Second, a special combing tool must be used to remove all the eggs (nits). Do not use commercial line products on infants. Lice and nits on children under the age of two should be removed manually. Read and follow the instructions that come with the product. The treatment should be repeated again in seven (7) to ten (10) days following the first treatment. Treatment must include the removal of all nits from the child's hair. Because nits are firmly attached to the hair shaft, a special combing tool is needed to help remove. Nits that cannot be combed out should be removed by hand (fingernails, tweezers, scissors). All students with nits (eggs) and/or lice are excluded from school until treated with an anti-lice product and the lice and nits are removed. Each student treated for lice must be examined upon his/her return to school before the student can be re-admitted to class. Please call the school to talk to our school nurse if you have any additional questions about head lice. She is in our building 2 days per week.

HEALTH EDUCATION:

Please reinforce hand washing with soap and water after using the restroom, before eating, after playing with pets and after touching body secretions (blood, nasal, sputum) to prevent the spread of disease. Please also reinforce "elbow-coughing" or "tissue-coughing" to prevent the spread of disease, especially if children have a cold.

Age-appropriate growth and development topics are introduced in fourth and fifth grades with parent permission. Contact school nurse or guidance counselor for more information.

MEDICATION AT SCHOOL:

Rule 5510-R - Administration of Oral Medications

The Groveport Madison Local School District recommends and encourages parents to make every effort to medicate their children at times other than the regularly scheduled school day. However, if it becomes absolutely necessary for a student to receive medication during the school day, the following guidelines will be followed.

1. **Physician's Request for the Administration of Oral Medication by School Personnel and Parent's Request for the Administration of Oral Medication by School Personnel must** be completed and on file before any medication can be administered. Contact the school office to request a form.
2. When the parent delivers medication to the appropriate school personnel, verify by count or other method, the quantity of medication received by the school and dates the verification. **Do not send medication with your child. The parent or other adult must bring medication to the office.**

3. A record of dispensing of medicine will be kept on file by the building administrator and retained for future reference (form 55.10.2R)
4. If an I.E.P. is on file, the procedures will be included in the I.E.P.
5. Documentation showing all personnel administering medication to students will be on file in the principal's office stating appropriate training provided, name of trainer, trainer's professional status, date of training and duration of training period.
6. If there is any question or confusion about medication or the administration of the medication, we will call the physician. We will **NOT GIVE MEDICATION TO STUDENT UNTIL QUESTIONS ARE RESOLVED.**
7. In cases of extreme emergency, the office will call the emergency squad serving this area.

PHYSICALS AND IMMUNIZATIONS:

All students entering kindergarten student need physicals. State law requires immunizations to be complete when students enter school. All entering kindergarten students must show proof of at least one of each type of immunization required before starting school and continue with compliance or be excluded by the 14th day of school. Those in noncompliance will be excluded from school until proof of needed immunizations is received from the doctor or health clinic.

SAFETY DRILLS:

Several times during the school year we will conduct student safety drills. These may include fire drills, tornado drills and intruder drills. During an intruder drill, the building will be under "lock-down" status and no one is permitted to enter the building until the drill is complete.

AGREEMENT BETWEEN FRANKLIN COUNTY CHILDREN SERVICES AND FRANKLIN COUNTY SCHOOLS:

As a participant in the County Plan of Cooperation, Franklin County Schools will:

1. Report immediately (not to exceed two (2) hours), incidents of suspected child abuse and/or neglect.
2. Identify a building representative (position) who could be a party to an investigative interview session with a child when school participation is deemed appropriate or necessary. (The role of the school representative is one of support for the child.)
3. When presented with proper FCCS identification, make child(ren) both Alleged Child Victim (ACV) and witnesses available for interviewing at school.
4. Provide identifying/demographic information, emergency contact numbers and other pertinent information to FCCS, when requested, during the abuse/neglect investigative process.

5. Report any additional or previous child welfare concerns referencing the identified child and his/her family.
6. If possible, transport a child to FCCS for safekeeping and assessment. Specific attention here is to suspect abuse incidents that surface at the close of the school day where the reporter has concerns for the child's safety and wishes FCCS involvement prior to the child's return home.
7. Provide consultation to the investigative team, when requested.

As part of this working relationship, Franklin County Children Services will:

1. Promptly assess and respond to school personnel upon receipt of an abuse/neglect report. (This response will be within one (1) hour on those situations assessed by FCCS as an emergency and within twenty-four (24) hours of all others.)
2. Investigate, assess, and determine if protection is needed and, if so, develop and implement an appropriate plan.
3. Provide timely feedback relative to status of investigations. This will be within thirty (30) days of receiving the referral.
4. Upon request, provide consultation to school personnel.
5. Provide school personnel with name and phone number of the social worker in those investigative situations that become continuing cases.

PARENT/TEACHER ORGANIZATION (PTO):

The Groveport Elementary PTO has an extremely active role in fund raising and promoting better relations between home and school. All parents of student enrolled in Groveport Elementary have automatic membership in this organization. Please offer your time and/or assistance to school projects. The students are the ones who benefit from your assistance.

2009-2010 PTO OFFICERS

President	Holly Dolence	835-0411
Vice President	Amy Donley	836-2016
Secretary		
Treasurer	Wendy Harder	836-0230

GOLD SLIPS:

We want our students to be rewarded for appropriate behavior. Because some students do behave poorly at school, school personnel award GOLD SLIPS to students in grades kindergarten through fifth. After being awarded a gold slip, the student gives it to his/her

teacher and the teacher places it in the Gold Slip box for that classroom. At the end of each nine weeks, the principal conducts a Gold Slip Assembly by grade and prizes are awarded to the lucky students whose names are drawn from each classroom box.

STUDENT DETENTIONS:

When a student receives a detention, a detention notice will be sent home with the student. The parent should sign the entire detention, keep the top copy, and send the bottom three copies back to school. The three remaining copies will be distributed to the teacher, the office and the detention duty teacher. Students receiving excessive detentions will be referred to the principal.

