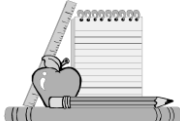


Garaway Elementary

Student/Parent Handbook



Civil Rights Compliance Officers

Superintendent – Dr. Jim Millet
HS Assistant Principal – Chip Amicone
Phone – 330-852-2421

Statement of Philosophy

The purpose of the Garaway Schools is to discover and to assist in the development of all children, regardless of race, religion, economic level, or vocational ambition.

Education at Garaway is intended to serve the student now by providing opportunities for intellectual, physical, moral and social development based upon the experiences of our democratic culture. By instilling self-respect and self-acceptance, the individual is led to a wholesome recognition of the feelings, opinions, rights and contributions of others, plus a desire to cooperate with all members of the world community.

So far as it is possible, the students in Garaway must be provided the basic knowledge, skills, habits, understandings, methods of attacking problems, actions, patterns, and appreciations which are necessary for his/her individual welfare and for service as a citizen in a progressive society.

Visitors

Board of Education Policy requires that all visitors to the school report to the school office before going to a classroom. Parents should call the school office in advance if they would like to visit.

Open House

Open House will be held in each building in the fall. Classrooms are open for the public to visit and learn about various school programs.

Registration/Withdrawal

Forms are completed at the building where the student will be enrolled. Ohio Law requires the parent to present the child's birth certificate at the time of enrollment. We also need the social security card, immunization records, and custody papers (if applicable).

Parents of students transferring or withdrawing to another school are asked to notify the school office.

If you move, get a new home or business phone number, or wish to change persons to be contacted in the event of an emergency, please submit such changes in writing to the school.

Assignment Within District

Students may be assigned to schools other than those designated by the attendance areas when such exceptions are justified by circumstances and is in the best interest of the student. Every effort shall be

made to continue a student in the elementary school to which he/she is initially assigned. Wherever possible, siblings shall be assigned to the same building.

Incoming transfer students shall be assigned to such schools as may afford each student the greatest likelihood of realizing fullest educational potential.

Kindergarten Registration

A child who is five years old on or before August 1st is permitted to enter kindergarten. Some parents choose to have their child wait until the following year to enter. A week in spring is set aside for kindergarten registration. Parents are asked to bring the child's birth certificate, social security card, immunization records, and custody papers (if applicable).

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. Any student not in compliance by an annual set deadline of 15 school days from the start of school may be removed from school. Information regarding required immunizations can be found at www.odh.ohio.gov. Search school immunizations.

No Nit Policy

Garaway supports a "no nit" policy in order to stop the spread of head lice in the event of an outbreak. If a student has head lice or "nits" (lice eggs), they will not be permitted to attend school until this condition clears completely, which means no nits or lice seen. The school office should be contacted immediately if a student has nits or lice.

Attendance

The Board of Education requires that the students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicted upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

To assist in verifying absence, parents or legal guardians need to call or notify the school by telephoning or sending a note with another student. Notifying the school by telephone can be done by 9:30 a.m. The secretary will call home or workplace of parents to verify a student's absence if the parent has not notified school. A note will be required upon returning to school.

Excessive Absenteeism –

Absences from class and tardies have a detrimental effect on class performance, though many times it is not reflected on test scores. The school will keep parents or guardians of students with excessive absences and tardies informed through telephone calls and letters.

Daily – telephone call to home or work place

7th Absence – written notice

12th Absence – written notice requiring doctor's note for further absences. Failure to present a doctor's note will result in an unexcused absence.

Excessive absenteeism and tardies may result in truancy charges being filed. In extenuating circumstances, such as lengthy illness, this requirement may be waived by the principal.

Departures>Returns During School Hours

When doctor or dental appointments or other commitments cannot be scheduled outside of school hours and the child has to leave school during the regular school hours, the parent is requested to send a note the morning of the day the student is to be excused. The note should include the name of the person picking up the student and the time of dismissal and return. Students need to be signed in or out at the school office. **Upon return to school, please send in a note from the physician documenting the visit.**

Vacations

It is recommended that vacations be scheduled when school is not in session. Students are permitted to go on vacation during the school year without penalty. The purpose of this policy is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as family. The school must be given ONE WEEK advanced notice by parents and student(s). A student's absence for a vacation will be approved only when he or she will be in the company of his or her own parent, but not other students' parents.

Medications

According to the state law, if it becomes necessary for a student to take any prescription medication, a parental request and physician notice for administering the medication must be provided to the office. All medication will be kept in and dispensed through the principal's office, unless other arrangements are made with the principal. Any student taking non-prescription medication at school must have the proper form filled out, according to Board Policy.

Illness or Injuries

Staff members refer pupil health concerns to the school office. In the event of an accident or illness requiring consultation, attempts are made to contact parents. When a parent cannot be reached, the school refers to the Emergency Medical Authorization form filled out by parents at the beginning of each school year.

In the event a child has a fever: Please make sure your child is fever-free for 24 hours without medication before returning them to school.

Personal Items

Please label all outer clothing such as hats, gloves, boots, jacket, lunch boxes and bags with the student's full name and room number. Please label all school supplies. It is best if children do not bring extra money to school. Carrying or wearing items of considerable value is also discouraged: Game Boys, Ipods, CD players, etc. should NOT be brought to school.

A Lost and Found is located in each school office. Children should be encouraged to check in the office for missing articles. Labeling is very important in helping locate lost items.

Telephone Use

Due to heavy demand on the telephone in the secretary's office, students are discouraged from using the office phone unless there is an emergency.

Fines for Damaged or

Lost Textbooks

Students are responsible for textbooks that are assigned to them. If a textbook is lost or if damage exceeds normal wear, the student will be charged for an amount based on replacement or repair cost.

Library Charges

Students will be charged for lost or damaged library books at the end of the school year.

Breakfast and Lunch

Breakfast is available for students each school day, except when there is a delayed start.

Hot lunches are served in each building every school day. Menus are sent home in advance. Pupils may bring a packed lunch from home.

Breakfast, lunch and milk prices are set by the Board of Education and are published on the first day of school. Lunches may be purchased on a daily or a weekly basis or longer.

A Federal free and reduced lunch program is available to qualifying families. Application forms are sent home at the beginning of the school year.

Emergency Closings

Emergency school closings caused by severe weather or other conditions will be announced on the following radio or TV stations:

WKLM 95.3 FM WJER 1450 AM
WTUZ 99.9 FM
TV Cable Channel 2; Channels 3, 5 and 8

Garaway is also using an automated calling system to notify parents of school closings and delays. Please make sure that your phone number on file in the office is current so that you receive these phone calls.

Fire, Tornado and Safety Drills

Fire, tornado, and safety drills are held in compliance with the Revised Code of Ohio. The drills are planned to provide practice at varying times and under different conditions. It is encouraged that similar drills be practiced at home.

Building Rental

The school building, and more specifically, the gymnasium, is available for rental by the local public provided there is a school district employee on hand. Proper forms, cost of rentals, and other information can be obtained in the school office.

Bicycles

In accordance with the Garaway District Policy, students in grade three and up are permitted to ride bicycles to school under permission from the building principal.

Electronic Devices

Electronic devices such as, but not limited to, cell phones, pagers, MP3 players, personal stereos, game systems, remote controlled devices (drones, radio controlled helicopters, etc.) etc. are not to be used during school hours. Wearable technology needs to be kept in bags, not worn by students, during testing (i.e. Apple watch). Students are discouraged from having electronic devices at school to avoid loss, damage or theft. The school is not responsible for lost, damaged or stolen devices and administrative time may not be spent investigating the disappearance.

Dress and Grooming

Students are expected to be clean, decently attired, well groomed, and dressed in a manner that does not cause undue attention or disruption. For reasons of safety, health and decency, Garaway students must abide by the following:

1. Skirts, dresses, culottes, and shorts are to be worn at a length that is decent and in good taste with the length being at least to the mid-thigh. Shorts may be worn until the end of October in the fall and starting April 1st in the spring.
2. Proper footwear is required at all times. Flip-flops are not permitted. Sandals must have a heel strap.
3. Tank tops, see-through clothing, tube tops, sundresses, and other low or briefly cut garments are inappropriate for outerwear. Bare midriffs are inappropriate.
4. All pants must be worn above the hips. Pants with holes are not permitted.
5. Wallet chains, chains, or jewelry which are perceived by the staff as inappropriate are not permitted.
6. Garments bearing inappropriate messages or insignias are not acceptable.
7. No unnatural hair color.
8. When wearing leggings the person must wear a shirt that is long enough to cover the thighs.
9. Only clothing that is neat, in good repair and taste will be permitted to be worn at Garaway Elementary Schools.
10. Teachers have the right to have a student remove their earrings if a question of safety arises.
11. Hats are not to be worn in the building during school hours.

A student may be asked to change out of any article or remove anything, which in the judgment of the principal, is a distraction to the educational setting.

This Dress and Grooming Code applies to all Garaway Elementary School students whenever they choose to participate in school activities.

Student Discipline

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the development and maintenance of an orderly and safe environment that is conducive to teaching and learning.

Violation of school rules may result in disciplinary action, which may include parental contact, detention, emergency removal, suspension, referral to legal authorities, or expulsion.

No matter where children go or what they do, they will find certain regulations to guide them. Naturally, there are rules and regulations at Garaway Elementary Schools. They are meant for the student's benefit.

Student conduct at all times should reflect the good upbringing they have had. They should show respect for the property, rights, and privileges of others, just as they expect and appreciate this respect from others. Students are responsible to the school authorities and teachers for their conduct while they are a school citizen. Good behavior can help make school life a happy and rewarding time.

Student conduct at all Garaway Elementary Schools is a reflection of their school. We expect them to be worthy of the respect of others at all times. We want our students to be proud of their school and their fellow students, and we want to be proud of them. The following code of conduct is designed to help the students meet these expectations.

Behavior Code of Conduct

The following types of prohibited conduct apply to all Garaway students, either resident or vocational, not only during school hours and on school property, but at any school-sponsored activity, home or away, and on school transportation to and from school or school sponsored activity. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties adjacent to school property, while in the line of sight of school property, or if the act otherwise affects the operation of the school. The following is an enumeration of some of the main areas of conduct that will lead to disciplinary action that ranges from a verbal warning to suspension and expulsion.

1) Types of Prohibited Conduct

- a) Insubordination and/or disrespect
- b) Truancy, tardiness, or class cutting
- c) Fighting, intimidation, hazing and harassment
- d) Tobacco: possession, transmission, sale, or concealment.
- e) Use of improper or profane language and/or obscene gestures
- f) Violation of bus conduct requirements
- g) Gambling
- h) Violations of dress and appearance codes
- i) Forgery and false reports
- j) Academic Integrity (i.e. cheating, plagiarism, etc.)
- k) Distribution of unauthorized printed material
- l) Failure to accept discipline and punishment from school personnel
- m) Disruption of school and /or disruptive behavior
- n) Drugs, prescription and non-prescription medication, alcoholic beverages, and counterfeit controlled substances: possession, use, transmission, sale, concealment, or being under the influence
- o) Possession of firearm/"look-a-like" firearm as Defined in the *Gun-Free Schools Act of 1994*
- p) Possession of electronic devices and communication devices without authorized permission
- q) Possession of matches/lighter and explosives
- r) Vandalism or theft of school property or private property
- s) Assault on or abusive language towards a school employee or another person
- t) Violation of law on school premises or involving school activities
- u) Commission of an immoral act
- v) Public display of affection (kissing, holding hands, etc.)
- w) Failure to pay tuition or other approved charges
- x) Violation of state student mandates including, immunization, etc.
- y) Leaving school property or assigned area prior to specific dismissal time without official permission

- z) Trespassing, loitering, littering or causing a disruption on public or private property adjacent to, across from or in close proximity to a school site, while either coming to or from school activities, or during the school day, or during activities.
- aa) Persistent and/or expanded misbehavior and/or inappropriate conduct
- bb) Inciting others to violence or disruptions
- cc) Verbal, written, or technological threatening remarks/comments against a school employee or another person

Rules for Pupil Behavior on Garaway Busses

Getting on and off the bus:

1. Help the driver maintain the schedule by being ready and waiting when the bus arrives.
2. Wait at least 10 feet away from the road and don't horseplay.
3. Wait until the bus stops and you get a signal from the driver before crossing highways to board the bus.
4. Look both ways before crossing the street.
5. Greet your driver.
6. Use caution in crossing the street after getting off the bus. An approaching driver may not stop.
7. Avoid crowding or pushing when getting on/off the bus.
8. Learn how to get off the bus in case of an emergency. Your driver will instruct you.
9. Leave the bus only at your regularly scheduled bus stop.

****Written permission from a parent or guardian must be received in the school office in order to make a change in your regular bus schedule. The school secretary can then make out a bus slip for the student to present to the bus driver.

Riding the bus:

1. Obey the driver cheerfully.
2. Please do not stand.
3. Take the seat assigned by the driver as soon as you get on the bus.
4. Share your seat with other pupils. Ride three to a seat only if the bus is filled to capacity.
5. Always keep arms and body parts inside the bus when a window is open.
6. **Keep hands, feet and objects to yourselves.**
7. Do not eat on the bus at any time.
8. Talk quietly on the bus at all times. At railroad crossings and intersections there is to be no talking.
9. Do not damage the bus furnishings in any way. The pupil will pay for damage. Keep your feet and other objects out of the aisle.

Obeying the Passenger Rules:

The driver will be responsible for the orderly conduct of his passengers. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible.

In the Event of Misbehavior:

Under the permission of Section 3327 of the Ohio Revised Code, the Garaway Local School Board adopted the following ruling:

“Any person of school age who is transported by the Garaway Local School busses shall abide by rules for successful and safe operation of busses as specified by the administration and administered by the bus driver.

Upon a first violation of those rules, the bus driver shall note and report it to the building principal after warning the pupil.

Upon a second violation, the pupil and his parents shall be warned and called into a conference with the building principal.

Upon the third violation, the youngster may be suspended from the bus for up to two weeks, during which time the offender will have to walk to school or the parents will have to provide the transportation. School authorities shall notify the parents in writing of such action with a full explanation.

Walking to School

When walking to and from school, students are to conduct themselves in a proper and responsible manner. They should show respect for the property, rights and privileges of others. Students are responsible to school authorities for their conduct while they are a school citizen.

School/Parent Cooperation

Parents are encouraged to be active participants in their children’s education. We are aware that we need to work together in order to provide the best education possible for each child. Beginning with Open House and fall parent/teacher conferences, parents are involved throughout the year in the education of their children.

Parent/Teacher Conference

These conferences are designed to provide the parents and teacher an opportunity to discuss together the program and progress of the individual student. The conferences are held at the mid-term and end of the first nine-week grading period. Results of classroom performance, school adjustment, testing and any other pertinent information may be discussed. We also want to emphasize that a teacher or parent may set up a conference at any time during the school year.

Midterm Reports

A mid-term report will be sent home to parents if your child is receiving a C- or below in any of their classes.

Testing

Group achievement and ability tests are administered during the elementary school years. An individual child’s group test results may be discussed with parents upon request.

Report Cards

Report cards are issued at the end of each nine-week grading period. Please review and sign them, and send back to school promptly.

Grading Scale

Letter Grade

Percent

A	90% -100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Note: Kdg. – 2nd grade has a standards-based report card. There is a key listed on the report card to describe the letters used for grading.

Student Records

Parents may request to view a child’s cumulative records file to verify, amend, or contest the accuracy of the data collected in the student’s record folder.

Parent/Teacher Organization

Each of the elementary schools has an industrious PTO whose purpose is to produce a better understanding and achieve good cooperation between the home and school. The PTO serves as a support group for the staff and school system. They conduct projects which benefit the students and their classrooms.

All parents are welcome to become actively involved in their school’s PTO group as it seeks to enhance the welfare and the education of children.

Volunteer Aides

There are many opportunities in the schools for adults to share their experiences and knowledge with the students. The curriculum covers a wide variety of topics in the educational program. Human resources are a valuable tool.

Volunteer librarians, room mothers, etc. play an important role in our schools. Persons interested in doing volunteer work should contact the school office.

Suggestions For Parents

For the benefit of children, we at Garaway believe that parents have a responsibility to encourage their child’s career in the school by:

- A. Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for the child’s in-school behavior.
- B. Sending the children to school with proper attention to their health, personal cleanliness, and dress.
- C. Reading all communications from the school and signing and returning them promptly when required to do so.
- D. Cooperation with the school in attending conferences set up for the exchange of information on the child’s progress in school.
- E. Maintaining an active interest in the student’s daily work and making it possible for the student to complete assigned homework through providing a quiet place and sensible conditions for study.
- F. Setting a good example for your child. Reading to your child and having the child read to you.
- G. Helping your child learn to take responsibility and become organized. Helping your child keep an assignment notebook.
- H. Helping your child to develop positive self-esteem and applauding successes rather than belaboring failures.
- I. Encouraging your child to play and share with other children.

- J. Teaching your child simple safety rules for home, on the bus, walking to school or during school.
- K. Starting your child to school right with a good night's rest, a good breakfast, and by making sure your child is properly dressed according to the weather.

**BOARD OF EDUCATION
GARAWAY LOCAL SCHOOL DISTRICT**

**STUDENTS
5517.01**

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct to negatively impacts a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate

administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Where appropriate, written witness statements shall be taken. If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

At least once annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notice of this policy will be posted in conspicuous locations in all school buildings and departments within the District and incorporated into the teacher and student handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 1/14/08