

# LUCAS ELEMENTARY SCHOOL



## Student and Parent Handbook and Calendar 2014-2015

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The mission of the Lucas Local School District is to prepare well-rounded, lifelong learners who are able to meet life's challenges.

### **LUCAS ELEMENTARY SCHOOL MISSION STATEMENT**

Lucas Elementary School's mission is ... students learning in a safe environment, that teaches compassion, worth and perseverance while setting high expectations.

### **SCHEDULES**

Student supervision for breakfast begins at 8:00 in the cafeteria.

School begins at 8:40 and ends at 3:15

Lunch: \*times will be adjusted for 2-hour delays and/or Testing Schedules.

11:30-12:10- Third Grade

11:40-12:20- Fourth Grade

11:45-12:25- Fifth Grade

12:20-1:00- Second Grade

12:25-1:05- First Grade

12:30-1:10- Kindergarten

Afternoon Recess:

2:00-2:15- Fourth and Fifth Grade

2:15-2:30- Kindergarten and First Grade

2:30-2:45- Second and Third Grade

Dismissal:

3:15 Dismissal for students riding the bus

3:30 Dismissal from cafeteria for students picked up/walking

\*Any last minute changes to student dismissal are to be reported to the Elementary Office by 1:30 p.m. so teachers and students can be informed.

### **ATTENDANCE**

Student appointments excused by parental/guardian note or phone call the day it is scheduled shall receive an Early Dismissal Slip from the office. Upon his/her return to school, the student must present a Physician's note indicating the location and duration of appointment in order for the absence to be excused.

## **EXCUSED ABSENCE(S)**

Although absence from school is sometimes unavoidable, any absence hinders the continuity of a student's education. According to State law, the school will notify parents/guardians when their student is absent from school. When a student is to be absent from school, the following procedures are to be followed:

- Parents/Guardians must call 419-892-2338 x227 by 8:30am the day their student is absent, stating their name, name of student & reason for absence. Students may not call themselves off.
- A student whose parents/guardians have not called or who cannot be reached by phone must bring a note signed by the parent/guardian/doctor indicating the date & reason for the absence within 24 hours or the absence will remain unexcused.
- Upon return, students must obtain an "admit slip" from the office and present it to each teacher. This slip will be marked "excused" or "unexcused" indicating the student's ability to complete make-up work.

State law provides for two types of excused absences - past & future (anticipated), including:

- Personal illness of the student • Illness in the student's immediate family
- Needed at home to perform necessary work exclusively for parents/guardians (14+ years of age only and approved by the Superintendent/designee)
- Death in the family
- Quarantine for contagious disease
- Religious reasons
- Other reason as determined by the Superintendent/designee

Examples of future or anticipated absences that will be accepted as excused are:

- Farm work on the farm of parent/guardian
- Doctor or dental appointments that cannot be arranged outside school hours
- School functions (class field trips, college visitation, etc.)
- Family trips or vacations \*\*see Vacations

## **EARLY DISMISSAL / LATE ARRIVAL**

In every case where a student leaves the building before the final dismissal bell, he/she must obtain an Early Dismissal Pass. Preferably, the student is to bring a signed parental/custodial note to the office at the beginning of the school day, stating the date, time & reason for the request. The student's guardian must then sign out the student with the reason for leaving, time leaving and destination. No student will be permitted to leave the building without parent/guardian permission. Parents/guardians or parent-authorized adults must come into the office to pick up students and may be asked to provide identification. The student will then be called to the office for dismissal.

When a student arrives tardy to school or returns from an appointment during the same day, the guardian must sign in the student at the school office. where students will receive a pass to class. A student will be counted absent for ½ day if he/she arrives at school after 10:30am. A student that leaves school prior to 1:30pm will be counted absent for a ½ day.

## **MAKE-UP WORK**

For every excused absence teachers will work with the student student to obtain missed assignments & complete them. Assignments given prior to the absence are due upon return. Time extended for excused make-up work (if assignment hasn't been given prior to absence) will be equal to the

number of days absent, with teacher discretion for extended time due to extenuating circumstances. Absences of 10+ days must be coordinated through the parent/guardian, teacher(s) involved & Principal/designee. If work is not completed following the above guidelines, a score of 'zero' will be recorded for the incomplete assignments.

### **MEDICAL STATUS**

Students who are absent for 10+ days during the school year, excused or unexcused, will be placed on medical status. Medical excuses, approved extended absence for illness, funerals of immediate family members and court excuses will not be included within these 10 days. Once a student is put on Medical Status, only a doctor or hospital excuse, court excuse, death in the immediate family or a Principal's approval will be accepted to excuse an absence. The excuse must be received within 24 hours of the student's return to school. Parents/guardians of students with chronic medical conditions should contact the Principal. After 10 absences, absences not covered as stated above will be processed as unexcused.

The Lucas Board of Education, as an agency of the State, is required to enforce regular attendance of all students. The Board recognizes the need to collaborate with the Richland County Juvenile Court when dealing with students who are truant from school for more than ten days. The consequences of unexcused absences are that the student receives a failing grade for the day's work and is not permitted to make up the work assigned.

The Superintendent, in collaboration with Juvenile Court officials has developed & utilizes a truancy procedure to assist the individual schools in maintaining student attendance. The truancy procedure includes a Parent Education Program as specified in ORC 3321.19 and is available to all Lucas School parents/guardians.

### **TARDINESS**

A student is tardy to school if he/she is not in his/her homeroom class, when the tardy bell rings. The disciplinary consequences for tardiness are cumulative by quarter and outlined in the Discipline Code Enforcement Structure.

### **UNEXCUSED ABSENCE (Truancy)**

An unexcused or unauthorized absence (truancy) from class will result in a grade of "zero" for any work missed during the absence. The following procedures will be used in conjunction with the Richland County Juvenile Court in dealing with unexcused absences (truancies). Any unauthorized absence (UA) will result in the following penalties along with penalties outlines in the Conduct Code:

- Second UA: a Truancy Warning Letter will be sent home to alert the parent/guardian that his/her child has accumulated two days of unexcused absence (truancy).
- Fifth UA: parent/guardian & the student will be required to attend the Attendance/Truancy Awareness Program for Parents/Guardians & Students at which court & school officials outline the responsibilities of all parties in the educational process under Ohio laws. If the parent/guardian does not attend this program, the case will be scheduled for an unofficial hearing at the Juvenile Court.
- Eighth UA: Unofficial Court Hearings are scheduled in one of three ways:
  1. Parent/Student did not attend the Attendance/Truancy Awareness Program.
  2. Parent/Student attended the Attendance/Truancy Awareness Program, but the student has accumulated additional unexcused absences.
  3. The student has had involvement with Juvenile Court for truancy in prior school years (either an unofficial or official court hearing).
- Tenth UA: The student & parent(s)/guardian(s) will be served a summons to appear in Juvenile Court for an official hearing in the presences of the Judge/Magistrate. Official Court Hearings are scheduled for one of three reasons:
  1. The parent(s)/student did not attend the Unofficial Court Hearing

2. The parent(s)/student did attend the Unofficial Court Hearing but failed to abide by the attendance plan that was developed
3. The student has had involvement with Juvenile Court for Truancy in prior school years (has had either an unofficial or official court hearing)

### **VACATION POLICY**

The Board does not believe that students should be excused from school for vacations. However, the final responsibility for this decision will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified at least five (5) school days in advance of such a trip, every effort will be made to prepare assignments for the student to complete while he/she is absent. Approval from the Principal using a Pre-Planned Absence Form must be obtained before the student leaves for a vacation. \*\*see Unexcused Absence; Make-up Work

### **BUS TRANSPORTATION AND CONDUCT**

Cooperation is essential for the safety of all students who are transported by school bus. Parents, students, and school personnel must work together to ensure that students understand and follow all rules of behavior and listen to the direction of the driver. Students who cannot abide by the rules will receive disciplinary action and could have their bus privileges removed. A detailed outline of transportation guidelines is provided to each student at the beginning of the school year. When it is necessary for a child to ride a bus other than his assigned bus, please send a dated note with the child in the morning. The information in the note will be presented to the bus driver confirming permission and advising the driver of the student's destination. Thus, full names and addresses are appreciated in the notes.

### **CAFETERIA PROCEDURES**

1. Students at the beginning of the day may turn in any amount of money to be added to their lunch account. Parents may stop in any time other than lunch to place money in the student's account. Envelopes are available to designate how much money is to be added into the accounts of multiple siblings.
2. With the limited amount of time at lunch it is not always possible to divide account money at that time so please pay prior to lunch
3. Students will be able to purchase lunches daily by paying the lunchroom cashier. The price of a daily student lunch (K-5) is \$2.30. Students who lose lunch money will be permitted to call home or to charge their lunch.
4. The Lucas cafeteria will no longer allow students to charge their lunch after an accumulation of 5 lunch charges. Any student K-5 that does not have sufficient funds will be given a cheese sandwich, a serving of fruit and a milk for lunch. You will be still charged for the cost of a regular lunch. The student will be required to call home to notify their parent of the charges owed. Any child with a negative account will not be allowed to purchase extra items from main or ala carte line.
5. Rules will be reviewed in the classroom at the beginning of the school year and posted several places in the cafeteria.
6. Milk (\$0.50), juice (\$0.50), and other snacks are available to the students in the ala carte line. \*All prices are subject to change.

Lucas participates in the Free and Reduced Price School Meals program, available to those families in need of assistance in providing healthy meals to their student(s) at school. For more information or to apply, pick up and application packet in any school office or visit [www.lucascubs.org/cafeteria.htm](http://www.lucascubs.org/cafeteria.htm). Upon approval, If you do not wish for your name to be released to the building principal and secretary for record keeping, please provide your request to the cafeteria supervisor in writing no later than fifteen (15) days after your application has been approved.

### **DISCIPLINE Student Code of Rights and Responsibilities**

Every student will be accorded his or her procedural rights with regard to suspension, expulsion and removal. It will be in the student's best interest to read this code very carefully.

### **Student Conduct Code**

It is a belief of the Board of Education that every student has certain rights including the right to speak and express opinion, freedom from discrimination on the basis of sex, religion or creed, race or color, and place of national ancestry or origin, accessibility to all facilities and offerings that are provided by the school, and the opportunity to learn in an atmosphere conducive to study, teaching and learning. To encourage the development and continuity of such an atmosphere, to teach students ways of behavior which are appropriate to a democratic society, and especially to insure that all students, teachers, and employees can enjoy these rights and can conduct their lawful business without interference of harassment, the Board of Education adopts the following codes of student conduct.

**Serious Misconduct Code-** A violation of any part of this code may result in disciplinary action, including suspension and expulsion.

**Rule #1 -Disruption of School or of the Academic Process -** A student shall not by the use of violence, force, coercion, threat, persuasion, harassment, intimidation, obscene language or insubordination cause the disruption or the obstruction of the learning process.

**Rule #2 - Damage or Attempted Damage to School Property -** A student shall not cause or attempt to cause damage to any property of the Lucas Board of Education.

**Rule #3 -Damage to Private Property -** A student shall not cause or attempt to cause damage to private property on school premises, during a school activity or function, or at a school-related event off school grounds.

**Rule #4 -Assault or Attempted Assault -** A student shall not at any time act or threaten, nor initiate, provoke, encourage or promote action from others, potential action from others or threats from others, or behave in such a way as could cause, does cause, or threatens to cause physical injury to himself or herself or to another student, faculty member, employee or guest of the Lucas Schools, nor at any time shall any student harass or threaten or use obscenity toward any other student, toward any member of the faculty on or off Board of Education property, or any other employee or any guest of the Lucas Schools or toward any child, spouse, or sibling of any employee or student of the Lucas Schools.

**Rule # 5 - Dangerous Weapons and Instruments -** A student shall not possess, handle, transmit or conceal any object that constitutes a danger to the students, employees or guests of the Lucas Schools or to the physical property or environs of the Lucas Local School District. Under State Law, any student bringing a firearm onto school property shall be expelled for one calendar year and will be referred to the criminal justice or juvenile delinquency system. Any student bringing a knife onto school property may be expelled for a period of one calendar year. (Board Policy JFCJ serves as the complete description for this rule.) A student shall not possess, handle, transmit, or conceal any look alike weapon onto the property of the Lucas Local Schools. ie: toy guns or knives, squirt guns, etc

**Rule#6- Tobacco & Alcohol:** A. No pupil shall, at a location within the scope of this rule, possess, use, sell, distribute, conceal, consume, or be under the influence of alcohol in any form. B. No pupil shall, at a location within the scope of this rule, possess, use, sell, distribute, conceal, consume, ingest, smoke or be under the influence of tobacco in any form, nor may any pupil possess matches, lighters or other such paraphernalia.

**Rule # 7 -Theft or Possession of Stolen Items -** A student shall not steal or have unauthorized possession of Board of Education, student, faculty, or staff property.

**Rule # 8 -Insubordination and Repeated Failure to Comply With Directions -** A student shall not fail to comply with all directions of teachers, bus drivers, student teachers, teacher aides, principals, assistant principals, superintendents, assistant superintendents, and other authorized school employees and personnel during any time when a student is properly under the authority of school personnel, or shall a student repeatedly violate one or more school rules.

**Minor Misconduct Code-** There are certain types of conduct which are not acceptable but may not result in suspension, expulsion or removal. The student must be familiar with these and expect punishment if violations occur.

**Rule # 1** -Cheating and Plagiarizing – Plagiarism is taking and using the ideas or writings of another person as one’s own. Plagiarizing includes use of written works as well as works in electronic (computer) form. An “F” will be given for work involved for the first offense. The second offense will call an “F” grade for the immediate grading period. The third offense can be reason for the student’s removal from class and an “F” grade will be recorded on the student’s permanent record.

**Rule # 2** - Hazing – There will be no hazing of any group by any group.

**Rule # 3** - Littering – Disposing of waste materials of any nature in inappropriate receptacles is prohibited by students.

**Rule # 4** - Snacks – No food, candy or beverages will be consumed in class, study hall or the hallways without permission of the principal and/or classroom teacher. The chewing of gum will be prohibited in grades Kindergarten-Grade 4.

**Rule # 5** - Running in Halls and on Stairs – Concern for the safety for oneself and for others will be displayed by all students when moving about the building between classes and at lunchtime. Students will walk only.

**Rule # 6** - Throwing of objects: Students will not throw any objects, including snowballs on school property..

**Rule # 7** - Inappropriate Conduct – Public displays of affection will be considered out of place in the school setting. Repeated refusal to comply will be considered an act of insubordination.

**Rule # 8** - Halls During Classes – Students will not be in the halls during classes unless they have permission from a member of the faculty, the secretary or a teacher’s aide.

**Rule # 9** - Personal Property– A student may not go into another student’s locker/desk nor may he/she change lockers/desks without permission from the teacher or office. Students will not use markers, paint, etc. on their lockers/desks.

**Rule # 10** - Electronic Devices –All electronic devices are to be secured in the student’s locker/bookbag during the school day. A student shall not use, or turn on, electronic devices from the time he/she arrives on campus until 3:30 pm on school days, unless permission has been granted by the principal. All electronic devices with audio/video recording capabilities are strictly prohibited from any restroom or locker room facility, regardless of the time of day. Confiscated items may be searched if reasonable suspicion exists for a search. The district assumes no liability for lost, stolen or damaged devices.

**Rule # 11** - Restricted Areas – Students must remain in student-designated areas. Staff lounges, workrooms and restrooms are off limits to students. Use of vending machines and phones in these areas is also not permitted. Refusal to comply will result in confiscation of pop and/or other measures.

**Rule# 12** – Horseplay- A student shall not act in a loud, boisterous, rough or other like manner that could result in injury to self, others and/or school/personal property.

### **Dress Code**

This dress code has been adopted by the Lucas Board of Education. Violations of the dress code will result in an unexcused absence from any class missed; and an “F” will be recorded for any assignments missed. Repeated failure to comply will result in disciplinary action under the Minor Misconduct Code.

A student shall not repeatedly dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student’s health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process.

The Board believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of the students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous



statement is unacceptable.

Dress code requirements include the following:

- Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
- When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
- Brief and/or revealing clothing is not permitted at school.
- Tops should have straps at least two fingers wide, not be loose fitting around the shoulder area, and shall have a back to them (no halters).
- Shorts and skirts shall be long enough that they do not impede physical activities; mid-thigh length or longer is appropriate.
- Dress and grooming are not to be such as to disrupt the teaching-learning process or cause undue attention to one's self.
- Hats, sunglasses, and sweatshirts with the hood up are not to be worn (with the exception appointed spirit days).
- Shoes- "flip flop", backless, and high heeled shoes are not permitted at school.
- As always, students should dress for the weather conditions. (i.e. If it is cold outside, don't wear shorts!)

The above guidelines on dress code are examples and do not cover all situations; the Principal/designee will be the final word in all matters of dress.

## **DEMERITS**

- All demerits will be printed on a duplicate page with one copy for the parents to sign and return, one for the teacher's record, and one for the principal.
- If a demerit is assigned by someone other than the classroom teacher, this slip is to go to the classroom teacher for record keeping and acknowledgement.
- Teachers will work with principal when a student has reached 5 demerits . Office will arrange detention.
- Demerits will be erased at the end of grading periods.
- Consequences:
  - 1<sup>st</sup> 5 demerits – Tuesday or Thursday 1 hour after school detention.
  - 2<sup>nd</sup> 5 demerits – Wednesday 2 hour after school detention
  - 3<sup>rd</sup> 5 demerits – all day ALC
  - No demerits in grading period – end of grading period recognition..
  - Those students not getting bonus recess may be assigned to academic activity.
- Students may be kept inside for recess for academic purposes but not as punishment for demerit.
- Students will be sent to the office automatically for fighting, theft, drugs or weapons possession, and dress code violations.

## **Building Wide Demerits (include, but not limited to)**

- Cheating and Plagiarizing
- Failure to take care of school and personal property - refers to littering, graffiti, improper use of school and personal materials and supplies.
- Snacks – no food, snacks, beverages, or gum is permitted in halls or classrooms without permission of principal or teacher.
- Not walking in hall and on stairs

- Throwing objects – students are not to throw snowballs, mulch, rocks, etc.
- Halls during class – no student that is unaccompanied by an adult will be in the halls without a pass.
- Arguing and disrespectful behavior in words or gestures
- Disruptive talking or behavior in halls while classes are in session

**Classroom Demerits-** Each grade level will have a consistent list of expectations posted in the classroom. Students and parents will be informed of these at the start of the year.

### **DETENTIONS, WEDNESDAY SCHOOL, IN SCHOOL SUSPENSION, OR ALTERNATIVE LEARNING CENTER**

Purpose: These programs are offered as discipline alternatives. Detention is either an hour study session at the elementary or an hour session at the high school on Tuesday or Thursday. All detentions are under the supervision of staff member. Wednesday School is a two hour after school study session held at the high school. In-school suspension or Alternative Learning Center may be used as an alternative to out-of-school suspension. School officials may withhold this option for actions involving violence or other illegal actions by a student.

### **SUSPENSIONS**

1. The superintendent or a principal may suspend a student for a period not to exceed ten (10) school days.
2. The superintendent or the superintendent's designee must give the student a written intent to suspend notification and the reason(s) for the suspension. The student will receive no credit for work missed during a suspension.
3. If the student requests, he/she will be given an informal hearing before the superintendent or the superintendent's designee to explain his/her actions and/or to challenge the reason(s) for the intended suspension. This hearing may take place immediately upon notification of suspension.
4. Within twenty-four (24) hours of any suspension, the superintendent or the superintendent's designee will give written suspension notification to the suspended student, to the parent, guardian or custodian of the student being suspended, and to the Clerk of the Board of Education. This notification will include the reason(s) for the suspension. It will also notify the student and his/her parent, guardian or other custodian of their right to appeal the suspension to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.
5. The rights and procedure specified in Section B apply to all suspensions, except as indicated in Section D, Part 7.

### **EXPULSION**

1. The superintendent may expel a pupil for a period not to exceed 80 days.
2. Prior to the expulsion, the superintendent will give a written intention to expel notification to the student and to his/her parents, guardian or other custodian which includes:
  - (a) the reason(s) for the intended expulsion
  - (b) notification of the right of the student or his/her parent, guardian, or other custodian, or of their representative, upon request, to appear before the superintendent or the superintendent's designee to challenge the reason(s) for the expulsion and/or to explain his/her actions.
  - (c) the time and the place of this hearing which must not be less than three (3) days or more than five (5) days after the written intention to expel notification has been given as provided herein in Section C, Part 2.
3. As provided herein in Section B, a student may be suspended pending an expulsion.
4. As used in Section C, Part 2 (b), the superintendent's designee includes the Clerk of the Board of Education, the Elementary School Principal and the High School Principal.
5. The superintendent may grant an extension of time for the hearing provided herein Section C, Part 2. If an extension of time is granted, the

superintendent will notify all parties of the time and the place of the rescheduled hearing.

6. Within twenty-four (24) hours of any expulsion, the superintendent or the superintendent's designee will give written expulsion notification to the expelled student, to the parent, guardian or other custodian of the student being expelled, and to the Clerk of the Board of Education. This notification will include the reason(s) for the expulsion. It will also notify the student of his/her parent, guardian or other custodian of their right to appeal the expulsion to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.

## **REMOVALS**

1. If, in the judgment of the superintendent or the superintendent's designee, a student's presence poses a continuing danger to persons or property or is an ongoing disruptive threat to the academic process, then the superintendent or superintendent's designee may remove the student from the Board of Education property and from all curricular and extra-curricular activities.

2. A student may be removed as provided in Section D pending the suspension and/or the expulsion of that student as provided respectively in Section B and Section C.

3. A teacher may remove a student from any curricular or extra-curricular activity under his/her supervision. In the event that a teacher removes one or more pupils from any curricular or extra-curricular activity, the teacher must give written notice of the reason(s) for the removal to his/her principal as soon after the removal as is practical. A teacher may not remove a student from Board of Education property except with the permission of the superintendent or the superintendent's designee.

4. The superintendent or the superintendent's designee must hold a hearing within seventy-two (72) hours of the removal. A written notice of the time and place of the hearing, and reason(s) for the removal, and of any intended disciplinary action(s) must be given to the student as soon as practical after the removal and prior to the hearing. The student must be notified in writing of his/her right to appear at this hearing to explain his/her actions and/or to challenge the reason(s) for the removal. The person who ordered or requested the removal must be present at the hearing. Within twenty-four (24) hours of any removal, the superintendent or the superintendent's designee will give written notification of the removal to the Clerk of the Board of Education and to the parent, guardian or other custodian of the student. The notification will include the right of the student or his/her parent, guardian or other custodian to appeal the removal to the Board of Education or its designee, the right to be represented at this appeal and to request that this appeal be held in executive session.

5. If a teacher removes one or more students and if one or more of those pupils is reinstated prior to a hearing by the superintendent or the superintendent's designee, then, upon demand of that teacher, the superintendent or the superintendent's designee shall give to that teacher written notification of the reason(s) for the reinstatement(s). The teacher cannot refuse to reinstate a pupil who has been reinstated by the superintendent or the superintendent's designee.

6. If one or more students are removed from one or more classes, then that student or those students shall be kept from that class or those classes until the misconduct matter of the student(s) is disposed of by reinstatement, by suspension, or by expulsion.

7. In all normal disciplinary procedures cases where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours and is not subject to a further suspension or expulsion, no part of this code shall apply.

## **COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY & AGREEMENT**

In order for the Lucas Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The district cannot provide access to a student who does not have a Computer Network/ Internet Acceptable Use Policy & Agreement form on file.

## **DISMISSAL PROCEDURES**

## **BUSING**

Students riding buses will be escorted to the buses at 3:15 p.m. Any student that is being picked up by a parent or guardian is instructed to wait in the cafeteria until they are dismissed by the supervising teachers.

## **STUDENT PICK UP**

Parents/Guardians will have a card to show identifying them as a designated pick-up person for their child(ren). Additional cards can be requested for other “regulars” who are designated by the parent/guardian as a “safe pick-up” person.

If a parent calls in or sends in a note that someone other than a “regular pick up person” will be taking their child home, a photo i.d. will be requested upon pick-up.

If you are planning to pick your child up, you have two options:

1. **Cafeteria Pick Up**- Parents/Guardians may come into the school through the front door of the Elementary School starting at 3:05 p.m. Upon entering the cafeteria parents will be directed to sign out their students. When students enter the cafeteria they will be dismissed to their parent/guardian. All pick-ups are to exit at the side door in the cafeteria. If you decide to function under this arrangement, it is important that you leave before the buses are ready to depart. Once the buses are in motion, traffic will be held for their departure.
2. **Driveway Pick Up**- At 3:30, after the buses leave the Elementary School Driveway, parents/guardians can drive to the front door.

## **WALKERS**

All elementary students who are to walk home will be dismissed at 3:30 after all buses have departed.

**If there is a change to a normal routine for dismissal a note is to be turned into the classroom teacher at the start of the day.**

\*Any last minute changes are to be reported to the Elementary Office by 1:30 p.m. so teachers and students can be informed.

## **EMERGENCY SCHOOL CLOSING OR DELAY INFORMATION**

### **CLOSING/DELAY**

During severe winter weather conditions, it is sometimes necessary to close or delay the schools on short notice. The guiding factor in such a decision is the safety o

of the pupils. When schools are closed or delayed on short notice, it is usually for one of the following reasons:

- A sudden overnight snowfall that ties up traffic and makes it difficult for buses to cover their routes.
- Freezing rain that makes it hazardous for buses to run.
- Extremely low morning temperatures which make it a health hazard for the children to wait at the bus stop.

- A breakdown in the heating system or water supply.

When any of the above conditions prevail, the decision to delay opening or to close the school is made as early as possible. The closing will be reported to local radio stations WMAN, WVNO, and WNCO.

### **EARLY DISMISSAL**

At the start of each school year parents/guardians are to complete an Emergency/Early Dismissal form for their child. This information is shared with each classroom teacher and will be followed unless the school is contacted with a change.

In case conditions necessitate an early dismissal, a child should know what neighbor or friend will assume responsibility when parents are not home. Please confirm that your child knows what to do in your absence. Young children often become very upset when they are uncertain about after-school arrangements.

### **GIFTED**

Students who have the potential for gifted abilities by possessing above-average scholastic ability, creativity, or a high degree of artistic skill are given the opportunity to participate in a variety of enrichment activities designed to challenge their interests and meet their unique needs. A variety of activities will take place and be supported by the classroom teacher through differentiated instruction.

### **HOMEWORK**

Students are not to call home for homework without written permission from the teacher.

### **LIBRARY**

The library is open to all students K-5. The children are permitted to select books they may take home to enjoy. Students may also use other media to help them with their classroom work. The library, open from 8:50 a.m. until 3:10 p.m., is manned by the library aide. Replacement cost of an intermediate student's library card is fifty cents (.50).

### **LOST AND FOUND**

Articles that have been found on the premises will be kept in a lost and found box outside the office. Parents can help to reduce the number of lost articles by marking lunch boxes and clothing with their child's name. Parents are encouraged to check the lost and found from time to time. At the end of the school year, articles left in the lost and found will be donated to a charitable organization or discarded.

### **MEDICATION**

Medication should be administered by parents before or after school whenever possible. If it is necessary for a student to receive medication during school hours, MEDICATION MUST BE BROUGHT TO and FROM SCHOOL BY A PARENT. This is important protection for all of our students, since items brought to and from school by students could become lost and might be found by other students. Some children are highly allergic to medication—even to aspirin. A lost pill could become dangerous!

No prescription drugs, non-prescription drugs or medication will be administered to any student unless:

- (a) a parent or guardian submits a written request that they be administered and
- (b) the Physician's Statement Concerning Drugs to be Administered to a Student by School Personnel (available in the Elementary office) is filled

out completely, signed, and filed with the building principal prior to the time the drugs are to be first administered. Additional forms are available upon request. No drugs shall be administered by means of injection by an employee of the school district except a school or delegated nurse. (c) a child may carry an inhaler with him/her if the "self medication for asthma inhalers" form is completed and on file.

### **PARENT CONFERENCES**

Parent- teacher conferences are held twice during the school year, during the first and third grading periods. Due to the requirements of the third grade guarantee some students will not be scheduled unless there is a parent request during the spring conferences. Student progress and accomplishments are shared as well as problems and concerns. Your child may be invited by the classroom teacher to attend the conference. In addition to the regularly scheduled conferences, conferences, including Intervention Assistance team meetings (IAT), may be requested by parents or teachers at other times throughout the school year.

### **PHYSICAL EDUCATION**

K-7 Students will be permitted two "no participation days" for the duration of the school year. Doctor notes will be accepted and students will be allowed to miss two physical education classes without having any make-up work. Anything beyond the two days, an age appropriated assignment will be given.

Students who are excused from physical education class will also be excused from recess.

Students will be assessed according to the state standards for physical education, which can be found on the ODE website along with additional information. <http://www.ode.state.oh.us>

### **P.E. STATE STANDARDS**

Standard 1: Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to the learning and performance of physical activities.

Standard 3: Participates regularly in physical education activity.

Standard 4: Achieves and maintains a health-enhancing level of physical fitness.

Standard 5: Exhibits responsible personal behavior and social behavior that respects self and others in physical activity settings.

Standard 6: Values physical activity for health, enjoyment, challenge, self expression and/or social interaction.

### **PLAYGROUND RULES**

Lucas is fortunate to have a blacktopped play area as well as a large grassy and a mulched area with play equipment designed to encourage physical activity. Supervisors, hired by the Board of Education, are in charge during the noon recess and teachers and/or aides supervise the afternoon recess period. Each child must be courteous and respectful at all times to insure optimum enjoyment with safety for every child.

The following rules have been formulated as a safety precaution:

- Students shall respect and obey all teachers and adults supervising the playground.
- Snowball throwing or throwing gravel, rocks, or wood chips is not permitted.
- Bats, soft baseballs, footballs, or soccer balls may only be used in the grassy area and not on the blacktop. Students will be permitted to use basketballs and playground balls on the blacktop area.

- Fighting or rough play will not be permitted.
- As soon as the bell rings, students shall stop what they are doing and line up quietly in preparation for entering the building in a quiet and orderly manner.

### **PROGRESS REPORTS**

Progress reports will be sent home with students approximately every nine weeks. The criteria for kindergarten through fifth grade are based on achievement of Ohio Academic Content Standards.

The grading standards are:

Grades K, 1, 2, 3

O - Outstanding

S - Satisfactory

N - Needs Improvement

X - Not Evaluated at This Time

Grades 4-5

A superior 93% - 100%

B Above average 85% -92%

C Average 73% -84%

D Below average 65% -72%

F Failing 0 -64%

**Interim reports** will be sent to parents between report periods when a student's work falls below expectancy, at times of improvement, or for recognition of special contributions.

### **ACADEMIC AWARDS (Quarterly Grades 4-5)**

All A's - A in every subject

Honor Roll 3.51 - 4.00 point average - No C's allowed

Merit Roll 3.00 - 3.50 point average - One C allowed

The five core subjects will be considered when determining quarterly awards.

(Reading, Language Arts, Math, Science, Social Studies)

### **READING IMPROVEMENT PROGRAM**

The federally funded Title I Reading Program enables us to provide additional help to children who experience difficulties in the area of reading. Extra help at the elementary school level can often help to prevent more serious problems later. Diagnostic tests are administered to students who qualify for the program to enable teachers to identify areas of weakness and to provide concentrated work in these areas. This work is given in addition to the students' regular class work in reading.

### **RECESS- Inside**

Some days will require indoor recess. While physical activity becomes limited in the classroom, the recess still provides students with a break. We ask our students to:

- Respect all students and adults
- Keep hands & feet to yourself

- Travel the room in a proper manner, no running or throwing of objects.
- Listen for directions
- Use inside voices
- Travel the hallways in a quiet manner
- Follow additional rules set by the classroom teacher.

### **RECESS- Outside**

It is the intention to get students outside for recess as long as the weather and windchill permit. If the windchill is below 20°F students will not go out for recess. When the temperatures are below 40°F students are to wear a winter coat. When the temperatures are below 50°F students should wear a light jacket or sweatshirt. Students not properly dressed for recess will be kept inside in the lobby area for quiet activities.

### **SAFETY DRILLS/ SCHOOL SAFETY**

Lucas Elementary School has numerous safety procedures in place for a variety of emergency situations, including but not limited to fire, tornado and possible threats to student safety. By State statute, Lucas Elementary School will conduct numerous safety drills throughout the year, both pre-planned & unannounced. Students must take each warning indicator seriously and act accordingly throughout any such situation. Failure to follow directives during said drills/emergencies may result in disciplinary action.

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE.

### **SCHOOL NURSE**

First Aid is administered by school personnel when needed. Parents are notified if follow-up care is indicated either at home or by a private physician. Most of the time a bandage or a short rest in the clinic enables the child to return to his/her classroom. The School Nurse is available on a part time basis, if there are questions or concerns you may call the elementary office to find out her schedule or to leave a message.

### **SCHOOL PICTURES**

Individual student pictures will be taken again this year. Picture information will be distributed to the students a few days prior to picture day. These pictures will be taken in the fall and notice of the delivery date will be published. The fall pictures are used for the yearbook. The purchase of school pictures is not required and is provided as a service.

### **SCHOOL PSYCHOLOGICAL SERVICES**

Psychological services are provided to the Lucas Local Schools through the Mid-Ohio Educational Service Center. The psychologist works with individual students on a referral basis. The referrals primarily are made by teachers of students experiencing learning and/or adjustment difficulties within the school setting. However, parents may also submit written referrals through the building principal. The results of the psychologist's evaluation are shared with the student's parents and teachers.

### **SPECIAL EDUCATION RESOURCE ROOM**

The Special Education Resource Room Program is designed to help students with certain defined learning problems. Students go to the resource room on an as-needed basis to receive specialized assistance from the intervention specialist or the intervention specialist may assist the student



within the classroom. The schedule for each child is tailored to his/her individual needs. Each student's Individual Education Plan (IEP) is cooperatively planned by a team which includes, but is not limited to, the child's parents, the principal, guidance counselor, psychologist, intervention specialist, and the classroom teacher.

### **SPEECH AND HEARING PROGRAM**

Speech therapy is provided to qualifying students by a therapist from Mid-Ohio Educational Service Center having specific speech, auditory memory, or hearing deficiencies. In addition, individual hearing and speech tests are administered to students on a referral basis.

### **SPORTSMANSHIP GUIDELINES AND FAN BEHAVIOR**

Spectators, of all ages, are to demonstrate positive enthusiasm without causing harm, danger or embarrassment to the team, school or others in attendance by demonstrating respect towards all players, coaches, officials and fans, as well as showing pride and respects for their school. Students are reminded that the majority of school rules are still in effect at after-school events and that disciplinary action may be taken for actions at events. Failure to follow posted guidelines or noncompliance with the directions of game/ school officials will be cause for ejection.

### **SUPPLIES AND FEES**

A list of needed school supplies is provided for each student. A list of fees will be printed in the Back to School newsletter and sent home with each student on the first day of school. When you receive your fee statement, please remit payment promptly so that the appropriate materials may be distributed to your student for use. Fees may be paid in the elementary office beginning Aug. 11, 2015. Grade cards will be held at the end of each quarter until fees are paid.

### **TESTING**

The Lucas Local School District administers various tests to students in grades K through 5 to identify gifted students and to group students by academic need for classroom intervention.

State-wide assessments and diagnostics will follow scheduled windows and guidelines set forth by the Ohio Department of Education. Lucas Local Schools follow all state required mandates for test security. Teachers are encouraged to use criterion-referenced or teacher-constructed tests as needed to aid in diagnostic-prescriptive teaching within the classroom.

### **THIRD GRADE GUARANTEE**

Changes in law came into effect fall of 2012. Students must be assessed at the beginning of the school year in Kindergarten through third grade to determine if students will be prepared to pass the Third Grade Achievement Assessment. Students will be identified as either "on Track" or "not on track". Those designated as "not on track" are required to have a reading plan for the year. The goal is to have every student ready to read. In the law it is also specific that parents can not opt out. Any student not taking the 3<sup>rd</sup> grade assessment is required to be retained by state law.

### **PHOTOGRAPHY/VIDEO TAPING OF STUDENTS**

Parents/guardians and students alike must be aware that while a student at Lucas Elementary School, pictures and/or other images and/or student information may be used at times in various publications. Examples of these publications include, but are not limited to, the District Website(s), social media, newsletters, programs and announcements. Further, for the purpose of staff evaluation, students may be videotaped as part of the process. Parents/guardians not wishing for their student's image & information to be used must submit a letter indicating this request to the Principal. Be aware that this request will eliminate students from any public recognition, including placement in extracurricular programs, rosters and

team pictures.

### **VISION/HEARING SCREENINGS**

Students in grades one, three, and five have their vision and hearing tested by a Richland County Health Department school nurse. The test is usually administered in the fall of each school year. Hearing and vision screenings are completed at Kindergarten Screening and upon referral. Any concerns or recommendations will be communicated to the parent via written notice or phone call by the Richland County Health Department school nurse.

### **VISITORS**

We welcome visitors to our building and ask that they sign in at the office located just inside the front doors. Visitor badges are provided and must be displayed while in the building. When it is time to leave, please return the badge to the office and sign out. It is our goal to keep our students safe while they are at school. Please join us in this commitment to student safety by following these simple procedures

### **VOLUNTEERS**

Many parent volunteers work in our school through various ways such as classroom help, special events or Big Brothers/Big Sisters programs. Serving as a school volunteer helps to enrich the education experiences of our children and enables participants to obtain considerable personal satisfaction. We feel it is important for parents and community members to be involved in our school. Parents will be contacted in the fall to provide classroom assistance. Community members without children in school are also encouraged to be active members of our school. High School students may volunteer to be a Big Brother or Sister to an Elementary "Little" through our Big Brother/Big Sisters Program.

### **WHOM TO CONTACT**

Call 419-892-2338 and the appropriate extension listed below:

Absence and Attendance Issues-	227	Library-	226
Athletic Office-	236 or visit <a href="http://www.lhscubs.com">www.lhscubs.com</a>	Lunch Program-	218
Class Fees (Elementary Office)-	214	Transportation-	231/234
Discipline (Principal)-	216	Special Education-	318
Health/Medical-	215	Standardized Testing-	216