

Dear Parents:

The elementary school staff would like to welcome you to a new school year. We hope your summer has been a pleasant one and that you're looking forward to a year of growth and learning.

This handbook is designed to acquaint you with the school's programs, services, policies and procedures. If situations arise which are not covered in the guide, please check with the school office or your child's teacher.

Parents and staff at Martins Ferry City Schools are partners in the education of our children. Cooperation and communication between the school and home will play a major part in your child's success. Please let us know if you have any questions or concerns. We hope this will be an enjoyable, positive and productive year for your child.

**QUALITY CHANGE IS HERE,
QUALITY CHANGE IS WORKING,
QUALITY CHANGE WILL STAY.**

Martins Ferry City School District has elected to accept the challenge in order to move beyond the standard measurement tools relating to students performance. Classroom teachers and administrators at Ayers Elementary School are striving to develop an awareness in students in order to encourage them to be responsible and accountable for their own learning.

The "Quality Change" methodology is a major communication medium among teachers, students and the home. Parents will find that the data collected by their child and shared with them will provide for more information than the basic progress report.

Students are informed that their major responsibility at school is to learn. Goals have been developed by students to assist them in this process, and a system of data collection based on both classroom and individual goals has been established. Teachers and administrators are reinforcing movement toward meeting these goals through the use of data. Data folders kept by students include a variety of charts, graphs and examples of their best work. Children monitoring their own progress by taking a few minutes daily to complete and discuss data relating to academics and behavior in order to evaluate movement toward reaching individual goals.

Classroom goals are being addressed daily through the use of "Plus and Delta" charts. Items listed in the "Plus" column indicate positive indicators in the movement toward success; "Delta" listings indicate areas needing improvement and adjustments to be made in order to get back on track.

Just as the students are working toward group and individual goals, teachers are serving on "Quality Committees" in order to develop strategies for creating positive change.

*These "Quality Committees" will focus primarily on interpreting school data and information in order to guide decision-making. One of the group's responsibilities is to **Plan, Do, Study and Adjust** based upon information gathered. It also monitors progress toward meeting school goals.*

These "Quality Committees" are also responsible for providing strategies to monitor student progress to see that positive movement is being made toward accomplishing building goals.

The Community Stakeholder Committee will conduct Parent Surveys, format parent newsletters, develop Quality Change Activities for Parents/Community and use PDSA to analyze student/community satisfaction. The Community Stakeholder Committee will provide as a liaison between the school and community.

The “Quality Committees” will meet on a monthly, or as needed, basis for the purpose of reviewing progress. Reporting is made to the entire staff.

Teachers will be communicating with parents about student data folders and what the implications are in relationship to their child’s educational progress. Students will be explaining to their parents how the collected data relates to meeting their goals.

Each of us has a desire to attain goals. In order to reach them, we need to take the responsibility to strive for them. Our students are no different. In order to be successful, we believe it is necessary for them to take an active role in education with teacher guidance. By having students set actual goals, we are setting a framework to help them monitor their movement in the right direction and providing the opportunity for them to celebrate success.

ELEMENTARY HANDBOOK GENERAL INFORMATION

CODE OF CONDUCT

We at Ayers Elementary School strongly believe that effective learning cannot take place without an atmosphere of good order and discipline. Developing this atmosphere is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administration and support from the Board of Education, the parents and students.

Good order and discipline may be defined as the absence of distractions, frictions and disturbances, which interfere with the optimum functioning of the student, the class and the school.

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Ayers Elementary School will follow all school regulations and accept direction from all authorized school personnel. Any student failing to comply with school rules or any reasonable request made by school personnel on school property and/or at any school related events will be dealt with according to approved student discipline regulations.

The Board of Education has a “Zero Tolerance” for violent, disruptive or inappropriate behavior by its students: i.e. the Board will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

DISCIPLINARY MEASURES

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the education process of the school. The discipline process will be dealt with by the Principal as deemed necessary to provide a safe, drug-free school with an environment conducive to learning.

Our Quality Change Program has set the following code to govern daily classroom conduct.

- Green = good behavior
- Yellow = student given warning
- Red = note sent home; loss of Friday’s Club
- Blue = **1st offense** – student will be sent to Principal’s office
2nd and each occurring offense- student will be sent to the Principal’s office and sent home for that day

***Depending on severity of situation, a student may be moved from any color to blue at the principal’s discretion.**

Immediate suspension will occur for the following reasons:

1. Violence
2. Fatal Threat
3. Drug and Alcohol possession and or use of
4. Vulgar Language
5. Stealing
6. Destruction/Defacing Property
7. Not Telling the Truth

The Principal has the right to make the final decision for disciplinary measures based upon investigation and circumstances.

Should a student behave in an unacceptable way the school may enforce any of the following disciplinary measures.

1. **Student conference**
2. **Assignment of lunch detention-** The student will eat and then work quietly in the assigned area.
3. **Parent conference-** If the Principal needs to set up a parent conference, the parents will be asked to come in and meet with the student and the Principal.
4. **Suspension-** The Principal may impose a suspension from school for one (1) to ten (10) days. This includes being moved to the color blue.

Suspended students cannot participate in school activities. (Field Trips and/or any other such activities)

Credit will be given for work missed due to suspension provided the student completes and submits all required assignments. The student is responsible for obtaining these assignments.

5. **Referral to juvenile authorities or police-** When a serious offense is involved, outside authorities may be called for assistance.
6. **Emergency removal-** The Principal can request the parent to remove their child from the school on a temporary basis for the protection of other students or for disrupting the educational process.
7. **Expulsion-** In cases where the student is considered to be a continued threat to the health and safety of other students and staff the Principal may recommend expulsion to the Superintendent. The expulsion generally should not exceed eighty (80) days. However, specific offenses involving firearms and knives and/or violent conduct may result in expulsion of up to one (1) year.

DUE PROCESS

Before a student may be suspended, expelled, or permanently removed from school, there are specific procedures that must be followed.

Suspension from School:

The Superintendent or Principal may suspend a student for not more than ten (10) school days. When a student is considered for a suspension, the administrator in charge will give written notice of intent to suspend, and the reasons to the student. The student will have an opportunity to appear at an informal hearing with the either the principal, assistant principal, superintendent or designee and will have the right to challenge the reasons for the intent to suspend or otherwise explain his/her actions. This hearing may take place immediately.

Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student will be notified in writing of the suspension. This notice will include the reasons for the suspension; the right of the student or parent to appeal to the Superintendent; and the right to be represented at the appeal. The suspension may be appealed within ten (10) days after the receipt of the suspension notice. The request for an appeal must be in writing. During the process the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Expulsion from School:

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten (10) days after the Superintendent notifies the parent of the expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step in the appeals process is to the Court of Common Pleas.

All opportunity to earn grades or credits ends when the student is expelled.

Ayers Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If the disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

The school has the authority to take corrective action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive of the educational process of the school.

ABSENCES AND ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session.

In accordance with state law, the Superintendent or his designee shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for such absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The School Board considers the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement.
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal.
- C. Quarantine of the home.
- D. Death in the immediate family.
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s) as determined by the Principal.
- F. Religious observation in which a student is personally involved.

G. Out of state travel to participate in a District approved enrichment or extracurricular activity.

H. Such good cause as may be acceptable to the Superintendent.

Upon return to school the student must provide a written excuse to school administration. If the school does not receive a written excuse the absence will be considered unauthorized. It will be the responsibility of the parent/guardian to receive make-up work from the school and to have such returned by the specified date as set by the school.

When a student is absent, the parent or guardian should call the school between 7:30-9:00 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in (1) school month, or for seventy-two (72) hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. The student was enrolled on another school district;
- B. The student was excused from attendance in accordance with R.C 3321.04; or
- C. The student has received an age and schooling certificate

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, she/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- Assign the student to a truancy intervention program.
- Provide counseling to the student.
- Request or require the student's parent to attend a parental involvement program.
- Request or require the student's parent to attend a truancy prevention mediation program.
- Take appropriate legal action.
- Assignment to an alternative school

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

APPOINTMENTS- DOCTOR, DENTIST, ECT.

Appointments should be made outside of school time. If this is not possible the student must obtain a slip in the morning to be excused to leave class for the appointment. Students must be signed out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date.

TARDINESS

Tardy is defined as arriving to school later than 8:30 a.m. Students who are tardy must be signed in to school, in the office by a parent/guardian. Being late to class or school in general is at times unavoidable. However, chronic tardiness to class or school is disruptive and disrespectful to the education process as a whole and negatively effects the education of the chronically late student. Tardiness times will be included in a student's cumulative hours counted as absent.

VACATIONS

When a family vacation must be scheduled during the school year, the parent/guardian should discuss this matter with the Principal at least one (1) week prior to the absence. A vacation form must be completed and approved by the Principal. If approved, the time missed will be counted as an authorized, excused absence, and shall not be factored in determining grades, unless assignments are not completed. Exceptions to this rule, such as emergency situations, will be left up to the discretion of the Principal.

DRUGS OR ALCOHOLIC BEVERAGES

Any student seeking self-referral will not be punished and will be assisted through alcohol assessment and recommendations to aid him/her.

Any student who is seen entering the school grounds, school building, school transportation or any school activity, function or event or who admits to entering the school grounds, school building, school transportation or any school activity, function or event while under the influence of alcohol or scheduled substances (illegal drugs) shall be treated as follows:

1. A teacher who has reasonable belief that there is a violation shall send the student to the Principal's office.
2. The Principal who has a reasonable belief that there is a violation shall call the parents and/or probation officer to remove the student from school.
3. The Principal will make an attempt to find out where the student received the substance.
4. If no one shows up for removal of the student, the police will be notified.

If the student refuses to submit to the evaluation or treatment as deemed necessary, the matter will be referred to the juvenile prosecutor for possible action.

First Offense- The student will be referred to the appropriate agency for a drug and alcohol evaluation or treatment as necessary. If the student refuses to submit to the evaluation or treatment deemed necessary, charges will be filed in the Belmont County Juvenile Court.

If the parent or guardian refuses to permit the student to participate in the assessment, the appropriate agency will be notified of this lack of cooperation

Second Offense- The student will be referred to the appropriate agency for treatment as necessary. Unruly charges will be filed in the Belmont County Juvenile Court if the student refuses to comply with the request.

Third Offense- The student will be referred to the appropriate agency for possible in-patient treatment, as deemed necessary, or be recommended to the Superintendent for expulsion from school. Unruly charges will be filed in the Belmont County Juvenile Court if the student refuses to comply with this referral. Parental medical insurance and choice of evaluation and treatment services will be considered in determining the agency or person to perform the evaluation or treatment.

Possession of drugs or alcohol in any building in the school district will result in a recommendation by the Principal to the Superintendent for expulsion. However, the expulsion will be temporarily waived until such time as the student begins counseling or treatment. Failure to complete treatment will cause expulsion to be reactivated immediately upon notification of student non-participation by the treating agency. While the student is waiting for the expulsion hearing, he/she will be suspended for ten (10) days or until such times as the expulsion hearing is held or treatment has been done by the proper agency directed to handle this matter.

Any student who is found guilty of selling or transferring drugs or alcohol in any building, on school grounds, on school transportation, or at any school activity, function or event will be referred by the Principal to the Superintendent for an expulsion hearing. Pending this hearing with the Superintendent, the student will be suspended for ten (10) days or until such time as the expulsion hearing is convened.

If a teacher or school official suspects that a student has used drugs or alcohol, he/she is encouraged to complete a chemical involvement referral form and submit it to the core team. The referral form will provide information about behaviors, which generally indicate chemical involvement. Each of the student's teachers and advisors will then be asked to complete a check sheet of behaviors that indicate drug usage. The core team or Student Services Counselor will meet with the student to obtain more information and then make a recommendation to the parents regarding the type of programming the student should be involved in. Depending on the information obtained by the Student Services Counselor, recommendations may include the following:

1. Six (6) week educational group at the school, or
2. Referral to the Belmont-Harrison Drug and Alcohol Council for assessment.

The six-week educational program at the school may also be used as a preventative measure for students considering using drugs and alcohol.

If the symptoms persist following the educational program, the student will be referred for a drug and alcohol assessment. Referral for treatment as necessary will be the third action initiated if the behaviors continue. The parent is responsible for the cost of the evaluation and treatment.

USE AND POSSESSION OF TOBACCO PRODUCTS

The Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, or any other tobacco, by a student in any area under the control of the school district or any school activity supervised by any school within the school district. **Any student caught using or possessing any type of tobacco product will be referred to the School Resource Officer.**

REMOVAL, SUSPENSION, EXPULSION AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to the students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, assistant Principal, or any other administrator **from the District's instructional program** for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".
- C. "Expulsion" shall be the exclusion of a student from the school of this District for a period of not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

Policy exceptions include:

- A. Items pre-approved by the building Principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation.)
- B. Theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or bomb threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

FIREARMS OR KNIFE

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy.

Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing star) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- A. For students identified as disabled under the IDEA, ADA, and/or section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs.
- B. The student was unaware that he/she was possessing a firearm or knife
- C. The student did not understand that the item he/she possessed was considered a firearm or knife.
- D. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

VIOLENT CONDUCT

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- A. Would be a criminal offense if committed by an adult; and
- B. Results in serious physical harm to person(s).

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- A. For students identified as disabled under the IDEA, ADA, and/or section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or
- B. Other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

BOMB THREATS

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- A. For students identified as disabled under the IDEA, ADA, and/or section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- B. Other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

“Permanent exclusion” shall mean the student is banned forever from attending a public school in the State of Ohio.

If a student is expelled for more than twenty (20) school days or for any period of time that extends in to the next school year, the Superintendent shall provide the student and his/her parents with names, addresses and telephone numbers of those public or private agencies in the community which offer programs or services that help rectify the student’s behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student’s behavior on a school vehicle violates school rules, he/she may suspend the student from school bus-riding privileges for a length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with the Due Process and Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school, which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been if the student had remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing before the Board.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student’s suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities.

Prohibited Behavior

- A. Conduct constituting sexual harassment may take different forms, including, but not limited to the following:
 1. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of sexual nature, sexual propositions, or threats.
 2. Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of offensive sexually suggestive or insulting gestures, sounds and the like.
 3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, brushing the body, or coerced sexual activity.

- B. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:
1. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
 2. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
 3. Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on based upon a person's race, color, national origin, religious beliefs, or disability.
- C. Harassment, intimidation, or bullying behavior by any student in the Martins Ferry City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., internet, cell phone, personal assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
1. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.
 3. Any person who needs to report an act of bullying may do so anonymously by writing a letter and turning it in to the principal's mailbox. You may also report an act of bullying in person to a teacher or principal.
 4. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

At Ayers Elementary we adhere to the Olweus definition of bullying. It states: *A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.*

Three Key Components of Bullying Behavior:

- Involves aggressive behavior
- Typically involves a pattern of behavior over time
- Imbalance of power or strength

Any student displaying harassing behaviors will be assigned any punishment deemed appropriate by the Principal and/or Superintendent.

For the complete School Board adopted policy on bullying please reference the link via our school website.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

The Martins Ferry Board of Education and Administration reserves the right to search lockers, desks, persons and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. All searches may be conducted with or without the consent of the student. It should be clearly understood that a search might take place any time there is a reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. Video surveillance of the hallways, classrooms, playground, entrance and other school property may be utilized for protection of students and/or employees, their property and the school's property.

DRESS CODE

Clothing worn to Ayers Elementary School should be neat and appropriate for school. It should reflect respect for the wearer and the other students and staff. Dress and grooming will not be as such to disrupt the learning process; it will be clean and keeping with health, sanitary and safety requirements.

- **Shorts** may be worn if they extend below arm's length and are loose fitting.
- **Low cut tops** of any kind are not permitted.
- **No tank top attire** (for male or female students) including halter tops, shrink tops or mesh shirts. Bare midriffs or shoulders will not be permitted. The bottom of the shirt must meet the top of the pant/skirt.
- **Hats, caps or unnecessary headwear** are not permitted.
- **Shoes and socks** must be worn at all times. No sandals, high heel, or open toed shoes are permitted. Heels and toes must be covered for safety purposes.
- **Hair** should be clean and well groomed.
- **No T-shirts or shirts** with questionable designs, slogans or writings, in the judgment of the Principal will be permitted.
- **Drooping or sagging pants will not be permitted.** Pants must be worn in normal fashion at or above the belt line and may not be excessively large where as to cause them to droop.
- **Jeans with holes above the knees will not be permitted.**
- **Skirt lengths** must be decent and proper. Skirts and dresses must be below arm's length (finger tips).
- **Sweat pants and wind pants** are permitted at the discretion of the Principal.
- **Spiked collars, gloves and chains**, etc., are not permitted in school.
- **No excessive makeup (male or female) that could disrupt the learning process.** To be judged by teacher or principal.

In order to maintain an effective learning environment, school clothing should be neat, clean and appropriate. Gym shoes are needed for physical education classes. Light jackets may be required for outside recess periods. Any problems involving dress are handled on an individual basis.

DRILLS

Fire drills, tornado drills and lock downs are held regularly during the year. Directions for these drills are posted in each classroom. Students are expected to go to their assigned location in a safe and orderly manner during all drills.

MESSAGES TO STUDENTS

If parents or other persons have reason to contact a student while that student is in school, they must do so by first contacting the office. In all non-emergency cases a message will be given to the student as soon as possible. In case of serious emergencies, the student will be called to the telephone. To insure that a student receives a message by the end of the school day, please call prior to 2:00 p.m.

ZERO TOLERANCE

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Martins Ferry School District will conform to school regulations and accept directions from authorized school personnel.

Any student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

The Board of Education has a “Zero Tolerance” for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct. The Board also has a “Zero Tolerance” for excessive truancy in school. Excessive truancy will result in disciplinary action as set forth in the Board’s Student Attendance Policy.

ENTRANCE AGE

All children entering Kindergarten must have reached their fifth (5th) birthday on or before August 1st, as specified by the State of Ohio.

EXCUSES FOR OUTDOOR RECESS AND PHYSICAL EDUCATION

All students will be expected to participate in outdoor recess activities and physical education classes unless the school has a written note from a doctor requesting that the child not go outside or participate in physical education classes. In such cases, the child will report to the office during their recess and/or P.E. class periods. Parents may request their child be kept indoors following an illness by sending a note to the school. Any request beyond two days will not be honored without a doctor’s excuse. Students need to dress for the weather throughout the course of the day. The temperature is always a little cooler up on our campus so students may need a light jacket or sweatshirt for morning recess, even during warmer months.

FIELD TRIPS

Field trips are planned as additional educational experiences for our students. You will receive a permission form, which gives your child permission to go on field trips throughout the year. These forms must be signed and returned for your child to take part in any field trip. You will always receive advance notice and information about upcoming field trips. The school PTO raises funds for field trips. Occasionally, parents may be asked to contribute a small amount toward the cost of the trip.

HEALTH AND MEDICATION

Parents should bring special health concerns to the attention of teachers, school nurse and office personnel. It is extremely important to keep the emergency forms accurate and complete with the person to be called in case of an emergency, your physician's name and any special health concerns (i.e. epilepsy, asthma, allergies, etc.). District policy prohibits the school from administering any medications, except prescription medicine. In order for the school to administer prescription medication, a medication form must be completed, and returned to school, by a parent/guardian. All medications must be in the original container labeled with the child's name, drug name, dosage, time to be given, physician's name and parent's name. (Medication forms can be obtained from the school office.)

***Children are not permitted to transport any medications to school. All medications must be presented to our office staff by an adult.**

STUDENT HOMEWORK

Student failure to complete homework will be dealt with according to the practices/policies developed with our implementation of our Quality Change Program. Homework will be charted daily in the Student Data Folder.

Students will receive a homework grade for each academic subject each nine-week grading period. Students will start at 100% and each time they do not turn in an assignment, five (5) points will be deducted.

Students may be assigned lunch detention for not completing homework assignments.

Other homework consequences will be at the discretion of the principal.

INCLEMENT WEATHER

All children are expected to go outside during recess times unless it is raining or extremely cold (wind chill below 32 degrees). During cold weather, students should be dressed warmly, including hats, scarves and mittens/gloves. Please insure that your child has boots during wet or snowy weather. If you are not sure there will be school due to bad weather, please listen to WOMP, WOVK, WWVA, EAGLE 107.5, K-95 F.M., WTOV-9, OR WTRF-7 for school closing and delays. Announcements of school closings will be made as early as possible.

LOST AND FOUND

Lost and found articles are turned in to the office and displayed in the hallway outside the office. Wallets, jewelry and other valuable items are kept in the office. Have your child check the "Lost and Found" to recover lost items or turn in articles that are found. It is important that you: encourage your child to be responsible for his/her personal property, **label all personal articles (i.e. jackets, lunchboxes, etc.);** leave all valuables and money (other than for lunches or snacks) at home.

LUNCH/BREAKFAST

Lunches cost \$3.25 per day. Reduced priced lunches are \$0.40 per day. Milk is included with all hot lunches. Additional milk is available for purchase at \$0.50 each. There is no cost for breakfast. The office does not loan lunch money.

Lunch application forms will be sent home with all students at the beginning of the year. If you feel you qualify for our free or reduced lunch program, you must return the lunch application form to the school. You will be notified of your acceptance within one week.

Breakfast is served from 7:35 a.m. to 8:15 a.m. Students eating breakfast should enter the building using only the main doors by the office and go directly to the cafeteria. Weather permitting students will have outside morning recess from 7:50 a.m. to 8:10 a.m.

Lunch is served as follows:

- Kindergarten 10:40-11:10
- First and second grades 11:15-11:45
- Third and fourth grades 11:50-12:20

During lunch periods, the following rules apply:

- Walk quietly in the hallways to and from the cafeteria.
- Use “inside voices” at all times.
- Remain seated when in the lunchroom.
- Be courteous, considerate and respectful of others at all times.
- Keep hands and feet to yourself.

When the weather is bad, students will have inside recess in a designated area.

PLAYGROUND RULES

Whenever students are on the playground, the following rules apply:

- The supervising teachers are in charge.
- Students are to stay on the playground.
- Rocks stay on the ground.
- Students should line up quickly and quietly when the bell rings or whistle blows and enter the building quietly when dismissed by the playground supervisor.
- Playground balls are to be kept on the blacktop or field. All games will be touch, not tackle.

Winter Rules:

- Stay off icy patches and snow mounds; snow is to stay on the ground.
- Emphasize courtesy, consideration and respect for others. Involve peer mediators whenever possible to help resolve conflicts.
- Share all playground equipment.
- **FIGHTING IS NEVER TOLERATED!**

PARTIES

Parties are planned and organized in cooperation with the classroom teachers. Birthday treats may be brought to school for each classroom member. **Please notify the classroom teacher in advance so they may adjust their lesson plans to allow time for treats.** Please keep treats simple, such as cookies or cupcakes. **ALL TREATS MUST BE STORE BOUGHT AND COME WITH A NUTRITION LABEL SO THE SCHOOL CAN CHECK THE INGREDIENTS.** Many of our students have food allergies and the school needs to be able to check the ingredients to ensure their safety. Due to the fact that many students have food allergies, **HOMEADE TREATS ARE NOT PERMITTED AT SCHOOL.** Do not send whole cakes, ice cream, etc. because they require extra utensils and additional serving and cleanup time. Please note that gum is not permitted on school grounds.

SCHOOL HOURS

Students being dropped off should not arrive **prior to 7:45 a.m.** Please make note of the signs around the school. The lane directly in front of the school is for **BUSES ONLY**. If you are dropping your child off at school, please let them out of your car by the elementary gym doors and then proceed straight out to exit the campus. Ayers Elementary School begins at 8:15 a.m. Dismissal for students being picked up is 2:20 p.m. Buses leave Ayers Elementary School from 2:25 p.m. to approximately 3:10 p.m. **If there is a 2 hour delay, students should not arrive prior to 9:45 a.m. Please make note that teachers are also on a delay, and there will be nobody to supervise the children before this time.**

*****Anytime there is a change in your child's P.M. transportation routine the school must receive a note or phone call from a parent/guardian, otherwise the child will be sent on his/her regular bus. Regular bus students who will not be riding the bus must bring a note from their parent/guardian. Students will not be permitted to walk over to the high school or middle school to go home with another sibling or student.*****

SCHOOL VISITATION

The elementary school is open to all adult visitors and encourages classroom visitations. **Visitors are required to notify the office of their presence. ALL VISITORS MUST HAVE A VISITOR'S PASS AND SIGN IN AT THE OFFICE BEFORE ENTERING THE HALLWAYS.** To make your visit more informative, you are encouraged to contact your child's teacher to schedule a meeting. Visitors will not be allowed in the classrooms during instructional times unless a meeting has been scheduled with the classroom teacher. A recommended visitation period would last approximately 25 minutes. Special invitations will be extended to parents on certain occasions such as programs and assemblies. If you need to contact a teacher, we recommend you do so before school starts (8:00 a.m.-8:20 a.m.) or after the school day ends (2:45 p.m.-3:00 p.m.). The secretaries will take all calls received during instructional times and a message will be given to the teachers. Teachers will attempt to contact you at their earliest convenience.

SPECIAL SERVICES

The following special services are available to students: speech therapy, hearing and vision screening, Title I reading and math, guidance counseling and special education services. At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people. Your written permission is needed for some of these services.

STUDENT PICTURES

Once in the fall and again in the spring, all students will have the opportunity to have their pictures taken. Advance notification of picture day and price lists will be given to parents and students.

STUDENT RECORDS

The District will maintain a set of school records for each student. The permanent record includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident and health reports
- Family background
- Intelligence and aptitude scores

- Psychological reports
- Achievement test results
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-education persons
- Information pertaining to release of this record

SUPPLIES FOR STUDENTS

Basic supply lists were sent home last spring, copies are available in the office. Individual teachers may request additional supplies for their classrooms. You will be notified of these additions by note. From time to time, your child's classroom supplies may need to be restocked. Students must have gym shoes to participate in physical education classes.

TELEPHONE

Permission must be obtained from the teacher and/or office staff before a student uses the telephone. Cell phones are permitted in the school, but only in the following fashion:

1. Cell phone is to remain in student's book bag the entire school day.
2. Cell phone must be turned off the entire school day.
3. Cell phone use is prohibited during the entire school day (talking, texting, games, etc.)

If any of these rules are violated, the following offenses will occur:

- 1st Offense- Cell phone will be sent to the office. Principal will review the policy with the student, call parent/guardian, and send the phone home with student at the end of the.
- 2nd Offense- Cell phone will be sent to the office. Principal will contact parent/guardian to come and pick up the phone at the school. After the 1st offense, phones will not be sent home with students.
- Any offense after the 1st will result in the same consequence as a 2nd offense.

VANDALISM

Any persons willfully damaging Martins Ferry City Schools property will be assessed the total cost of all replacement or repairs.

WITHDRAWING A STUDENT

The following procedure must be followed if you are planning to withdraw your child from school.

- Please notify the office of the date your child will be leaving
- Insure that all books are returned and any fees or fines are paid in full
- When you enroll your child at the new school, you will sign a release of information form. We will transfer copies of the student's records after we receive this form from the new school

BOOKS

Textbooks are furnished by the school district. A workbook fee of \$20.00 is required for all elementary students. A payment of \$5.00 must be made each 9-week period prior to receiving a report card. Fines are assessed for lost or damaged books. The amount of the fine depends on the condition of the book and/or degree of the damage.

CHANGE OF ADDRESS

For the safety of your child, it is extremely important that you notify us immediately of any changes in your telephone number, address, or persons we would notify in case of an emergency. Please notify the office in advance of a planned move from our school district. See the procedures for withdrawing students under that heading in this handbook.

CONFERENCES AND EVALUATIONS

Each year, parent/teacher conferences are scheduled for October and March to update parents of their child's progress. Conference times will be scheduled one/two weeks prior to the conferences.

Teachers and parents are encouraged to hold additional conferences at any time during the year when there are questions or concerns about a child's progress.

In the middle of each quarter, parents of students not performing satisfactorily will be notified. All students will receive an interim report in September and February. Parents also receive report cards four times each year, at nine-week intervals.

At the beginning of the 2010-2011 school year, Ayers Elementary implemented Progress Book. This allows parents/guardians to log on and check their child's progress at any time during the school year. We will send home a username and password during the 1st 9 Weeks grading period.

SCHOOL BUS POLICIES

Throughout the nation, a growing concern among persons responsible for school bus transportation is that regarding pupil conduct while on the school bus. ONLY THROUGH COOPERATION BETWEEN THE HOME AND SCHOOL CAN WE SEE TO IT THAT NO PUPIL'S CONDUCT IS SUCH THAT IT ENDANGERS THE SAFETY OF OTHERS. Riding the school bus is a privilege that can be denied if the pupil does not obey the regulations. So important to safety is the conduct of students while on the bus that the State has written express regulations on this.

NOTE: State Regulations Regarding Pupil Conduct on School Buses

As stipulated in Section 4511.76 of the Revised Code of the State of Ohio school buses are operated under regulations adopted by the State Department of Education. Such regulations are stated in an official publication entitled Ohio School Bus Operations and Regulations. The following statements regarding the supervision of pupils are quoted directly from this publication.

Responsibilities of Driver

The driver shall be responsible for the orderly conduct of the pupils. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Continued disorderly conduct or persistent refusals to submit to the authority of the bus driver shall be sufficient reason for refusing transportation services to the pupil.

The driver shall keep a record of misconduct that occurs on the bus and follow the adopted regulations. The driver shall submit the record of misconduct along with bus conduct report to the building Principal.

Responsibilities of Parents

Parents can contribute to the efficient transportation of their children in the following ways:

Parents shall see that children are at the proper bus stop at the scheduled time. Drivers are instructed not to run ahead of schedule, and are not required not to wait for pupils, as all pupils farther along the route would be forced to wait that much longer. On some roads, waiting also causes longer lines of cars behind the bus, creating a traffic hazard.

Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule and shall assume the responsibility of students prior to pick-up and after return to pick-up points.

Whenever it becomes necessary to refuse a pupil transportation due to his/her conduct, the school authorities shall notify the parents of such refusal with full explanation for this action. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

Parents should regard the matter of school bus discipline as extremely important. School officials will cooperate in every way possible with parents to resolve problems, but it is absolutely essential that pupils riding the bus do nothing to DISTRACT the driver or delay the run. Parents should impress upon their children the seriousness of this matter.

Responsibilities of the Pupil

All pupils have duties and obligations, which contribute to their safe and orderly bus riding.

The students will:

1. Load and unload bus at designated stop in an orderly manner
2. Ride only the regularly assigned bus and unload at regularly assigned stop. Exception: When written permission is presented to the building Principal by the parent
3. Enter and leave the bus quickly. Delays may be holding up traffic and may disrupt the bus schedule
4. Not eat, drink, or litter on the bus
5. Be quiet at railroad crossings and other places of danger as specified by the driver
6. Not change seats while the bus is in motion
7. Not throw objects while a passenger on the bus
8. Not put any object or any part of the body outside the bus windows
9. Take the seat assigned them by the driver, or if not assigned a seat, go to the first available open seat.
10. THE SAME BEHAVIOR IS EXPECTED ON A SCHOOL BUS AS IN A CLASSROOM
11. Cross the street at least ten (10) feet ahead of the bus and upon the signal of the driver.
12. Share their seats with others
13. Never sit in the driver's seat nor tamper with the driver controls

SCHOOL BUS CONDUCT CODE

A VIOLATION OF ANY OF THE FOLLOWING RULES MAY LEAD TO DISCIPLINARY ACTION, INCLUDING CORPORAL PUNISHMENT, STUDENT SUSPENSION OR EXPULSION FROM SCHOOL AND/OR BUS.

Rule 1. Disruption – A student shall not by use of violence, force, coercion, threat or other serious act of misconduct cause disruption or interference with the operation of the school bus.

Rule 2. Damage to Private Property – A student shall not cause or attempt damage or destruction to private property while waiting at a designated school bus stop.

Rule 3. Damage to School Bus – A student shall not cause or attempt damage or destruction to a school bus.

Rule 4. Assault – A student shall not assault or behave in such a way as could cause physical injury to a school employee, student, or other person on the school bus while in the custody and control of the school.

Rule 5. Possession of Dangerous Weapons – A student shall not possess, handle, transmit, or conceal any dangerous weapons or instruments.

Rule 6. Narcotics, Alcoholic Beverages, and Drugs – A student shall not knowingly possess, use, transmit, conceal, or be under the influence of alcohol, a harmful intoxicant, any narcotic drug (i.e. amphetamine, barbiturate, marijuana), counterfeit “look-a-like” drug, other drugs, or possess instruments for administering drugs.

Rule 7. Use of Tobacco – A student shall not use tobacco on the school bus (Open flames are prohibited.)

Rule 8. Defiance and Obscenity – A student shall not openly defy or use obscene language or gestures while being transported.

Rule 9. Repeated Violations – A student shall not repeatedly violate school bus rules or regulations and/or fail to comply with bus conduct code.

CORPORAL PUNISHMENT

The Ohio Revised Code, Section 3319.41 and 2219.22 (B) authorizes the use of reasonable corporal punishment by teachers and school officials for behavior contrary to maintaining discipline.

Corporal punishment should never be used as a first line of punishment.

The student must be warned beforehand that a specific behavior or action could warrant a paddling.

Where parent or parents express strong objections to corporal punishment on the basis of religious or medical grounds, their objections are to be sustained after they guarantee the student will behave. The alternate to refusal of corporal punishment on the first occasion is to be determined by the building administrator. All subsequent refusals will result in school suspension of 1-3 days in duration. All corporal punishment will be administered in the presence of the school administrator.

Corporal punishment is to be done in accordance with the student’s size, age and physical condition and the corporal punishment form must be signed by the parent, student and teacher and returned the day following the infraction.

The manner of administering corporal punishment must be given consideration. No student is to be paddled because of anger; no student is to be hit with an open hand or ruler; and no student is to be grabbed and shook. No more than two (2) swats are to be administered to a student in one school day.

A Corporal Punishment form will be completed and sent home when necessary.

PARENTAL CALLS TO STAFF

If you wish to talk to a staff member, please call either before or after school. During the school day, the secretary will take your number and notify the staff member to return your call.