

Welcome to Ohio School!! As you get to know us, you'll find that the teachers and staff are child centered and very eager to ensure that your child has every opportunity for a quality education. We encourage you to work closely with us. Should you have any problems or concerns, don't hesitate to contact your child's teacher, the secretary, or the principal. We look forward to working with you and your child!

Please see reverse side for more  
**HANDBOOK  
INFORMATION**

## **SCHOOL HOURS:**

### **2:40 Deadline for Early Dismissal**

7:55 Breakfast

8:00 Arrival

8:20 School Begins - Attendance Taken

2:45 Clean Up Announcement

2:52 – 2:54 Bus 13, SACC and Bus 26 dismissal

2:55 – 2:58 Front Door Walker dismissal

### **Safe to School**

Safe To School is a district wide program designed to ensure your child's safe arrival at school. You must provide a phone number where we can reach you in the morning. We ask that a **parent notify the school every day that their child will be absent or tardy.** Our attendance system will prompt School Messenger to call / email you an alert that your child is not in school, at this time if you have not already called the school, please do so. If you have a child that will be tardy and needs a lunch ordered, please call the school by 9:00 am so that a lunch can be ordered for them.

### **Absences**

Keep your child home if they have had a fever or have vomited within 24 hours. Other suspicious symptoms include, cough, sore throat, flushed face, skin rash, sores or pains. If your child has been absent, send them to school with a written excuse explaining their absence. Please be sure to state the child's name, teacher's name, date(s) of absence, and reason for the absence.

Our school nurse should be notified if a child will be absent for surgery or is being excused by their physician for an extended time. Her phone number is 779-5504.

### **Tardiness:**

Students not in their assigned classroom at 8:20 are considered tardy. **Adults should accompany students to the office to sign them in tardy, get a late pass and order a lunch if needed.**

The Home-School Coordinator's attendance improvement program is designed to monitor student attendance and to offer assistance to those students and their families who have a high rate of absenteeism. The coordinator talks to students and may make a home visit to parents. If you have any questions or need help in dealing with a child's specific attendance problem, please contact them at 779-5512.

### **Emergency Information:**

There is an emergency information card on file for each child in school. **It is important that emergency phone numbers be kept current. Changes should be made when jobs change and can easily be done by writing a note, emailing me, or calling the office or nurse.** When parents cannot be reached, the persons named as responsible parties will be called to transport a child sent home for a minor illness or emergency.

### **Dismissal Policy:**

Students are dismissed from school by the above schedule. If you are picking up your child who normally rides the bus, please provide the teacher with a note stating this. The same procedure applies when your child is walking to a friend's house/baby sitter, or riding a bicycle when he normally rides the bus. **DON'T FORGET – DOORS ARE LOCKED AND STUDENTS ARE NOT AVAILABLE BETWEEN 2:40 PM AND DISMISSAL. IF YOU NEED A STUDENT DURING THAT TIME, PLAN AHEAD, AND BE IN THE OFFICE BY 2:40 PM.** As you know, safety is an important priority in the education of your child. We ask you, as parents, to line up outside, along the sidewalk to the building at both doors at approximately 2:55. This will help children leave the building in a safe and orderly fashion.

### **Request for Early Dismissal**

When a student is to be excused earlier than regular dismissal time a parent or guardian must send a written request to the classroom teacher stating the reason, time, and the name of the adult who will come to school for the child.

At the time requested, the parent or guardian should **come to the office** and sign the student out. The child will be called to the office upon your arrival.

### **Emergency School Closing:**

In the event of delayed opening or the closing of schools due to inclement weather or other emergency, the School Messenger system will be activated to call and/or send you a message of the change in routine. Such changes will also be broadcast over all local radio and TV stations, **and the district website.** In the event of delayed openings or emergency dismissal, transportation routes will be on an adjusted schedule.

### **Lunch:**

Students may bring lunch from home or purchase a school lunch. Those who bring lunch may purchase milk, chocolate milk and/or juice. The lunch menu is sent home monthly, is also printed in the Watertown Daily Times and can be posted on the district website:

**Continuing this year, FREE lunch and breakfast for all Watertown City School District students. Please complete an application which will be sent home with student or ask the office for an application.**

### **Recess:**

Children will be going outside for fresh air and exercise with their classroom teacher in all but the most inclement weather. Please make sure that your child always is dressed appropriately. In winter this will include boots, snow pants, hat, coat, mittens, and scarf.

### **Medication Policy:**

Medication can be given in school if necessary, but must be brought to the clinic by a parent in the original container, accompanied by a statement from the physician indicating the dose, time and frequency the medication is to be given. The parent must also give written permission for the nurse to administer the medication. Medicine should **never** be brought to school by your child.

**Bus Transportation:**

If your child is transported by bus to school, then he/she will go home by bus unless you send a written note to the contrary. Permission for a child to ride a different bus home or to get off the bus at a different bus stop cannot be given.

**PBIS**

PBIS is a positive behavior program that we have implemented at Ohio School. It focuses on 3 basic expectations for students: Be Safe, Responsible and Respectful. Our students are given Dino tickets from staff whenever they are “caught” following these expectations throughout the school. Our ROAR Awards (Responsible Ohio students Are safe and Respectful) are given by classroom teachers to deserving students each month. ROAR prizes are drawn at the end of the year from tickets collected monthly. We have also created a Dino Stars Dining Award for our cafeteria to encourage safe, respectful and responsible dining manners. Additionally we use a Check In/Check Out program for some of our students to help them be accountable for their actions. So..... if you hear us “ROAR” at school you will be sure to know why!

**PTO:**

The Ohio PTO is an extremely active group which provides enhancement for academic programs, performances in school which enrich the education of the children, and social events which make for wonderful memories of the elementary school years.

You are all warmly welcome to become a part of this organization.

- ✓ to make new friends and acquaintances in the community,
- ✓ to become more involved in your child's schooling, which research has demonstrated increases student achievement and school adjustment,
- ✓ to enjoy fun activities such as: book fairs, school pictures, bake sales, various fundraisers including a Yankee Candle and Original Works sales, and special events such as the Ice Cream Social and school dances.

**We look forward to seeing you at PTO meetings the first Monday of every month (unless otherwise stated).**

**Non-Discrimination Policy**

The Watertown City School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, gender preference, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing, or otherwise engaged in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to educational programs, courses, and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings, and at all school-sponsored events, programs, and activities including those that take place off school premises. Inquiries or complaint should be forwarded to the Superintendent of Schools.

**OLWEUS**

**Ohio's Anti Bullying Program**

- We will be bully free
- We will try to help students that are bullied
- We will try to include students who are left out
- If we know someone is being bullied, we will tell an adult at school and home