

OAKWOOD ELEMENTARY SCHOOL



Student/Parent Handbook Paulding Exempted Village Schools

2024-2025
Jana Hiltner, Principal

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Welcome to the 2024-2025 School Year!

Dear Parents and Students,

This booklet of information is sent with best wishes from the staff of Oakwood Elementary! To help provide a safe and productive learning environment for students, staff, parents, and visitors, we publish this updated Student/Parent handbook annually to explain students' rights, responsibilities and consequences for misbehavior. This booklet contains general information about the everyday school procedures, as well as information we are required by law to give you. The information in this 2024-2025 handbook has been approved by the PEVS Board of Education and replaces all prior handbooks.

Parents, please read through the booklet and discuss its contents with your child/children. Teachers will also review this handbook with students at the beginning of the school year. When parents, students, and educators work together, our children receive the maximum benefits of the educational system.

Thank you for taking the time to become familiar with the important information in this handbook. Please feel free to contact us when you have questions or concerns. We are looking forward to an exciting year – one which we are certain will benefit each child!

Sincerely,



Janalee Hiltner, Principal
Oakwood Elementary

j_hiltner@pauldingschools.org
419-594-3346

Oakwood Elementary Mission

OUR VISION and MISSION: With the unwavering expectation that all children can make positive academic and social growth, the Oakwood Elementary community provides a safe, caring environment for students to develop skills to meet life's challenges as life-long learners and responsible, productive citizens.

Paulding Exempted Village Schools 2024-2025 School Calendar



August 2024 5-9 T-12

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2025 5-19 T-19

M	Tu	W	Th	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2024 5-20 T-20

M	Tu	W	Th	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

February 2025 5-19 T-19

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
18	19	20	21	22
24	25	26	27	28

October 2024 5-21 T-23

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

March 2025 5-20 T-21

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2024 5-18 T-18

M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2025 5-20 T-20

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2024 5-14 T-15

M	Tu	W	Th	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May 2025 5-15 T-15

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

	Teachers only
	No School
	Calendar event

Date	Event
Aug 12	New Teacher Day
Aug 14	Professional Development
Aug 15	Opening Meetings - Workday - Open House
Aug 19	Teacher Workday - Team Meetings
Aug 20	First Day of School
Sep 02	No School - Labor Day
Oct 18	No School - PD/Workday
Oct 24	P/T Conferences 4:00-7:00PM
Oct 25	No School - P/T Conferences 8:00-11:00AM
Nov 27-29	No School - Thanksgiving Break
Dec 02	No School - PD/Workday
Dec 20	End of First Semester
Dec 23-Jan 03	No School - Christmas Break
Jan 08	Classes Resume
Jan 20	No School - MLK Day
Feb 13	OES/PES P/T Conferences 4:00-7:00
Feb 14	No School for OES/PES P/T Conferences 8:00-11:00
Feb 17	No School - President's Day
Mar 14	No School - PD/Workday
Apr 18-21	No School - Easter Break
May 18	Graduation @ 2:30PM
May 21	Last Day for Students
May 22	Teacher Workday

School Cancellations

On fall and spring fog days when weather conditions require that school be cancelled, the PEVS Remote Learning Plan will be in effect. Teachers will report to their classrooms on those days (unless conditions dictate otherwise) and students will learn remotely using the established two-hour delay schedule. Two-hour delays will not be made-up. For ice/snow, we will use the five calamity days provided by the state. The PEVS Remote Learning Plan will be in effect any days beyond those five. Staff will be able to work from home on those days.

Open House - August 15, 2024

Middle School 5:00-7:00
Oakwood Elementary 5:30-7:00
Paulding Elementary 5:30-7:00
High School 6:00-7:30

Quarters

Aug 20 - Oct 17, 2024 - 1st Quarter (42 days)
Oct 21 - Dec 20, 2024 - 2nd Quarter (40 days)
Jan 6 - Mar 14, 2025 - 3rd Quarter (47 days)
Mar 17 - May 21, 2025 - 4th Quarter (46 days)

ATTENDANCE POLICY AND PROCEDURES

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence:

1. The parent or guardian is to call the school prior to 9:00 a.m. at 399-4656 (ext. 1111) to report the absence.
2. Upon returning to school, the student must bring a signed excuse from parent/guardian, stating the reason for the absence. The note is to be taken to the school office between 7:45 and 8:00 a.m. Failure to do so may result in an Unexcused Absence.
3. A written parental excuse or verification (see descriptions) will be honored for up to five school days after the absence. Failure to submit a note within the five days may result in the absence being considered as unexcused or truancy. The legal guardian or parent, regardless of the student's age, must write all notes.
4. Absences fall into the following categories:

Excused Absence (within allowable hours): Written parental excuse OR parent call required

- a. Personal illness
- b. Family emergency
- c. Family Vacation (ask for the Vacation Request Form available in the office)

Unexcused Absence: May be considered truancy (see note below)

- a. Any absence which does not fit into the above categories (e.g. oversleeping, missed bus, etc.)
- b. An absence for which there is no written parental excuse, parental phone call or verification
- c. Any absence over 65 hours (without verification as an Excluded Absence)
- d. Tardies to school may be considered truancy if chronic or habitual.
- e. Vacation hours that put a student over the 65-hour threshold
- f. Important...Parents enrolling to or from PEVS to Online School. It takes up to 2 weeks or more to transfer a student. Please keep your child(ren) enrolled in the current school until the registration process has been finalized. All hours will be listed as unexcused between schools.

Excessive Absences: A combination of excused and unexcused absences 38 or more hours in one school month, or 65 or more hours in a school year. Parent(s) or guardian(s) will be notified within seven school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Excluded Absence: Verification required.

- a. Medical excuse (i.e. any medical appointment, illness for student, quarantine by Health Department, Doctor, or School Nurse). Must be verified by a medical note with date and time of appointment and/or length of time the student will be absent.
- b. Required court or legal appearance (verified by court officer)
- c. Funeral of immediate family member or close relative (verified by funeral card or letter from Funeral Director)
- d. Religious holiday (verified by note from parent or religious organization)

Definition of Truancy: unauthorized and/or unexcused absence from class or school. Habitual

Truants and their parent/guardian will be referred to the Juvenile Court after efforts to gain compliance are exhausted. Also, the student's driver's license may be suspended for excessive absences (ORC 3321.13). Specific definitions as per Ohio Revised Code 2151.011 are as follows:

Habitual Truant of "habitual truant" is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 30 or more consecutive school hours
- 42 or more school hours in a school month, or
- 72 or more school hours in a year

IMPORTANT NOTES ON ATTENDANCE:

- Final decisions regarding absences will be made by the Principal. Administrative approval is necessary for special or unusual situations.
- ATTENDANCE OFFICER: When any child of compulsory school age does not attend school and is not properly excused from attendance, the attendance officer must notify the parent or guardian who must thereafter cause the child to attend the proper school. (ORC 3321.15)
- If an absence is not excused or excluded, the student may be allowed to make up any work missed. An unexcused absence may be viewed as truancy. Only 65 hours with verification will be excused during any school year. Any exception to this rule must be cleared through the Principal's office prior to the absence.
- Important...Parents enrolling to or from PEVS to Online School. It takes up to 2 weeks or more to transfer a student. Please keep your child(ren) enrolled in the current school until the registration process has been finalized. All hours will be listed as unexcused between schools.
- Make-up work is the responsibility of the student, and will involve teacher/pupil cooperation. Students will be allowed the same number of days to make up their work as the number of school days missed. If make-up work is not completed, no credit will be given. Teachers may still accept work later than this if they desire. In the case of an extended illness, special arrangements will be made.
- A student must be in attendance before the beginning of 4th period, and stay through the remainder of the day, in order to participate in or attend an extracurricular activity that day, unless prior arrangements have been made with the school principal.
- The suspension of driving privileges for excessive absences may be imposed according to Ohio Revised Code 3321.13 and Board policy.
- * A student will be considered tardy if they arrive to school between 8:01-8:45 AM. They will have a partial day if at school from 8:46-2:14, and would be considered early dismissal if they leave between 2:15-3:00.

HOMEWORK FOR ILL STUDENTS – Homework for students who have been absent can be obtained by either sending a note to the child's homeroom teacher or by calling the school office, 419-594-3346. The homework should be picked up in the school office at a mutually convenient time (usually the end of the school day).

MAKE-UP OF CLASS WORK/HOMEWORK – The time limit for make-up work shall be one day for each day absent, but shall not exceed two weeks after re-entry to school unless an extension is granted in writing by the building principal. It is understood if homework has been sent home prior to a planned absence or has been picked up/sent home during an unplanned absence every effort will be made by the child to have the work completed upon return to school.

PERFECT ATTENDANCE - Days missed for appointments, even when the absence is excused, will be counted as an absence for perfect attendance award. Perfect attendance is defined as having no tardies, absences, or early dismissals for any reason – The student must be present ALL day, EVERY day.

BUS TRANSPORTATION

With nearly 1,100 students riding in over 20 buses daily, it is important that a common set of rules for safety be maintained. The safety of your child under the various weather and traffic conditions in which our buses must travel is a big responsibility. Our safety record is an enviable one, and we hope that you will join us in keeping it that way.

Parents of students who ride a school bus are asked to review the following safety regulations with their children. These regulations have been established by the Paulding Exempted Board of Education for your child's safety and they will be enforced:

- a. Parents are responsible for the safety of pupils while going to and from pick-up and for their meeting the bus on schedule.
- b. School employees will not enter disputes involving parents and students prior to pick-up or after return from pick-up points.

- a. Parents are responsible for the safety of pupils while going to and from pick-up and for their meeting the bus on schedule.
- b. School employees will not enter disputes involving parents and students prior to pick-up or after return from pick-up points.
- c. Buses operate on a time schedule as outlined by the Transportation Supervisor. The schedules do not allow enough time to wait for tardy students. Students must be at the bus stop before the bus arrives.
- d. Students must cross all roadways at least 10 feet in front of the bus and wait for the hand signal to do so.
- e. Absolute quiet must be maintained by students at all railroad crossings.
- f. All students may have one a.m. pick up point and one p.m. drop off point. The two stops may be at different places, but the stops must remain the same every day. If long-term transportation changes need to be made, new transportation paperwork must be submitted to the Transportation Supervisor.
- g. No student will be allowed to ride a different bus to or from school.
- h. Drivers will not allow a preschool or kindergarten student off the bus until a supervising adult is visible or they are accompanied by an older sibling. The child will be transported back to school at the end of the route.
- i. If you choose to pick up your child at school on any given day, you will need to send a note with your child or call the school office by 2:30 so the child's teacher can be notified.
- j. Discipline procedures that go beyond the bus driver will be handled according to the policy of the building principal.

In addition to these safety rules, a set of 12 Rules of Conduct has been established for students while on the bus. These rules, which are posted on the bus, are to insure that courtesy and order are maintained:

1. Behave as you are expected to behave in the classroom.
2. Be courteous, use no profane or obscene language or gestures. **NO BAD WORDS or GESTURES!**
3. Do not eat or drink on the bus.
4. Respect the bus driver. Listen to and cooperate with the regular driver, as well as any substitute driver.
5. Do not smoke or use tobacco products.
6. Do not be destructive to the bus.
7. Keep the bus clean!
8. Sit in your seat and face the front.
9. Keep your head, hands, and feet out of the aisle and inside the bus.
10. Do not leave your seat for any reason while the bus is moving.
11. You are required to sit in your assigned seat. **Sit where you are told without arguing.**
12. Students must be at their bus stops prior to the bus arriving on pickups and return to their bus stop on their drop offs to wait for their driver to release them.

These safety regulations and rules of conduct are established for the safety of our students. Please help us by discussing these guidelines with your child (ren) so they understand what is expected of them.

CARE OF SCHOOL PROPERTY

We would like to stress that students are expected to properly care for school property. Both parents and school personnel want the students to have materials and equipment in good condition and want to keep operating expenses as low as possible. Parents will be billed and expected to pay for damages their children do.

CHANGE OF ADDRESS OR PHONE

We must know how to reach you in case of an emergency. If you move, or your work, cell or home phone number changes, or you change sitters, or that person's telephone number changes, **PLEASE** update on the Final Forms website and notify the school office. Sick children do not remember phone numbers!!!

CHANGING A CHILD'S DAILY ROUTINE

Parents are required to provide written notice if their child will not be following the regular school schedule (late arrival, transportation changes, injury or illness notification, early dismissals, or any other adjustment). This makes it possible for the school to know that the changes have been approved by the parents. **Phone calls made by parents to change a child's dismissal routine should be made by 2:30 p.m.** This will help reduce confusion at the end of the day.

DAILY TIME SCHEDULE

8:00 a.m. - School begins for A.M. Preschool and Kindergarten thru 6th grade

11:10 a.m. - A.M. Preschool dismissal

11:50 p.m. - P.M. Preschool begins

3:00 p.m. - Dismissal of P.M. Preschool and Kindergarten thru 6th grade

Tardy: 8:01 a.m. – 8:45 a.m.

Early Dismissal: 2:15 p.m. – 3:00 p.m.

TWO-HOUR DELAY SCHEDULE

10:00 a.m. – School begins – A.M. Preschool and Kindergarten thru 6th grade.

12:00 p.m. – A.M. Preschool dismissal

1:00 p.m. – P.M. Preschool begins

3:00 p.m. – Dismissal – P.M. Preschool and Kindergarten thru 6th grade

DISCIPLINE

RIGHTS AND RESPONSIBILITIES:

Students attend the Paulding Exempted Village Schools under the direction of state law and with full benefits of constitutional protection of their rights as citizens. They therefore can act, speak or behave as young citizens within a larger scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the schools' expectations. Students have a right to reasonable treatment from the school and its employees. The school in return has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

CODE OF CONDUCT – Oakwood Elementary:

The staff of Oakwood Elementary believes that proper conduct in the school setting provides each student with the most favorable atmosphere for learning. The purposes of the Code of Conduct for Oakwood Elementary are to assist in the development of each child. Responsibility, cooperation, maturity and self-control are values essential to the growth of the student. Equal educational opportunities will be given all students without regard to race, sex or handicap.

A general standard of conduct can be provided in four major categories to be used as a guide by all students. The following is a listing of the major areas of conduct which will lead to corrective action:

Safety: Actions that can cause injury to one self or to others will not be permitted.

Preservation of Property: Actions that can cause damage to the school's or an individual's personal property will not be permitted.

Avoidance of Disruption: Actions that interfere with the learning activities of oneself or others will not be permitted.

Respect of Authority: Actions that fail to follow the directions of the school staff will not be permitted.

The minimum corrective action in any conduct situation is a conference with the student. The maximum corrective action is expulsion from school.

The corrective action taken will be contingent upon such factors as the age and maturity of the student involved, the seriousness of the offense, the factors precipitating the offense and the student's past record of conduct. Where applicable, the due process rights of students will be provided for in corrective action situations.

It is a fundamental requirement of a school that student respect for the school staff will be accompanied by an equal respect for the students on the part of the school staff. The greater mutual respect, the less the need for rules and conduct procedures.

STUDENT CONDUCT –ZERO TOLERANCE:

Students attend the public school under the direction of State law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees; however, the school and its employees, in turn, have a right to expect reasonable behavior from students.

The Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy and it authorizes and directs the Superintendent to develop strategies to address such behavior, such strategies to range from prevention to intervention.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including in-school suspension, detention, suspension, emergency removal from class, school or school activities, expulsion, permanent exclusion, and /or removal from participation in extracurricular activities. Students may also be disciplined for misconduct in violation of board policy or school rules when such misconduct occurs off school property but is connected to activities or incidents that have occurred on school property, or actions, regardless of where they occur, that are directed at a Paulding school official or employee, or the property of such official or employee. These rules are not meant to be all inclusive; a building administrator may use other options if they are deemed more appropriate to the infraction of the rules.

1. A student shall not by the use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. A student shall not cause or attempt damage to school property or use the building or property without proper authorization or be in an unauthorized area during the school day, or after school hours.
3. A student shall not cause or attempt damage to private property on school premises during a school activity or event off school grounds while under the jurisdiction of school personnel.
4. A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any student, member of the professional or classified staff of the school system or other person.
5. A student shall not possess, handle, transmit or conceal any object that could cause injury or fear of injury.
6. A student shall not use, have in possession, sell, transmit, or exchange or be under the influence of any illegal or illegally used chemical drugs, including steroids, or counterfeit controlled substance, either prescribed or patented, look-alike drugs, or any alcoholic beverages, drug paraphernalia (including but not limited to e-cigarettes and vapes), and or unauthorized nonprescription drugs. Students using or possessing alcohol, drugs, stimulants, or look-alike drugs or alcohol prior to attending or while attending school or school sponsored activities will be disciplined.
7. A student shall not fail to comply with directions of teachers, teacher aides, assistant principal, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

8. A student shall not fail to comply with the attendance rules as established by the State of Ohio and the Paulding Exempted Village Board of Education.
9. A student shall not steal, cause to be stolen, or possess property that has been stolen which belongs to the school or to any individual within the school.
10. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon, including, but not limited to a firearm, knife, explosive or dangerous instrument. Students may not possess a "look-alike" weapon, which is any object a reasonable person might consider under the circumstances to be a weapon.
11. A student shall not possess, use or transmit vapes, cigarettes, cigars or tobacco of any kind or paraphernalia associated with tobacco (including lighters or empty pipes), while on school property.
12. A student shall not be permitted in school facilities or on school property after school hours if such student is not under direct supervision of authorized school personnel.
13. A student shall not violate any law or ordinance while under school authority.
14. A student shall not abuse or improperly use school property, including computer equipment and other technology, in violation of the Acceptable Use Policy.
15. A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment.
16. A student shall not be late or absent from school or any portion of the school day without proper authorization.
17. A student shall not, orally or in writing, engage in misrepresentation, forgery, plagiarism, or any other form of cheating.
18. A student shall not use profanity, give obscene gestures, be verbally abusive, or possess materials that may be deemed obscene.
19. A student shall not violate the school dress code or disregard the directions of school authorities with regard to this policy.
20. A student shall have cell phones, CD, DVD, IPOD & MP3 players, headphones or other electronic devices (i.e. Game Boy) turned off and left in a book bag or locker during the entire school day, inside and outside the school building and on the bus.
21. Because no list can include every instance of prohibited conduct, students may also be disciplined for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place within the school or which substantially and materially is or poses a threat to the safety of persons or property.

INVOLVEMENT AND SUPPORT OF PARENTS:

The behavior of the student in school is ultimately the responsibility of the parents and a reflection of the kind of discipline the parents have developed with the child at home.

If the child's behavior becomes disruptive to the educational program, a danger to other students or becomes uncontrollable, the school may legally suspend or expel the student from school.

Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

We expect the parents to cooperate with and support the school when the child must be disciplined.

CLASSROOM DISCIPLINE PLANS:

Each teacher has a discipline plan for his/her classroom, which he/she will post and discuss with the students during the first week of school, and on a review basis as necessary. A copy of these rules should be sent home at the beginning of the school year and are also on file in the office.

STUDENT DRESS AND APPEARANCE AT SCHOOL:

Students should wear clean, comfortable clothes to school. We ask parents to use good judgment in what children wear. We expect students to wear clothes which do not disrupt the educational environment: no tube, tank or halter tops, bare midriffs, biker shorts, shirts with slogans or pictures in questionable taste (i.e. alcohol, tobacco, illegal products, inappropriate or suggestive language or pictures, etc.), excessively short skirts or torn up pants, or shoes with rollers in the sole of the shoe. Children are expected to be dressed in clothing that is safe and appropriate at all times (i.e. warm clothing during cold weather; cooler clothing in the fall and spring, which may include reasonable length shorts; and safe footwear for Phys. Ed. and recess). We recommend students **DO NOT** wear flip flops. Students may not wear chains dangling from their clothing. Body piercing to visible parts of the body is limited only to pierced ears. Hair color and style should not be a distraction to self or others.

We believe children learn better if they have physical activity during the day. We will have outside recess except on rainy days or when the temperature gets too cold. Students need to wear shoes, boots, coats, hats and mittens appropriate for the weather. Students are encouraged to wear coats until the temperature reaches 60 degrees. We recommend students keep an extra pair of tennis shoes, socks, and a light jacket in their lockers at all times.

The school reserves the right to require students to change if dress or grooming creates a distraction, disturbance, or health and safety hazards. Final decisions regarding student dress and appearance will be made by the Principal.

ENTRANCE AND DISMISSAL

- Oakwood Elementary School doors will open at **7:45 a.m.** for all students. The school will not be responsible for the supervision of children before 7:45.
- The Main entrance to the school (located near the flagpoles) will need to be used by anyone arriving at the school after 8:00 a.m. All entrances will be locked during the school day in order to help keep our students and staff safe.
- Parents picking up or dropping off children **after 8:00 a.m. or before 3:00 p.m.** will need to use the main entrance.
- Preschool student drop off and pick up procedures will be sent out to parents when school begins.
- If a child is still on school property at 3:10, we are not responsible for him/her. Generally, misbehavior that occurs after school dismissal is a police matter. All students are to be reminded to walk while entering/exiting the building. Walkers are especially reminded to use the sidewalks for their safety. Walkers are not to cross the school lawn or the north and/or south driveways. Students who need to cross State Route 66 should do so within the crosswalk only.

FEES

Workbook fees pay for the cost of curriculum enhancing workbooks; magazines; and art supplies at your child's grade level. Fee notices will be sent home at the beginning of the year. If you are interested in setting up a payment plan to pay your child(ren)'s fees, contact the school office (419-594-3346). Prompt payment of these fees is greatly appreciated.

NOTE: Students with unpaid workbook fees, or with fee payment plans that are not paid up-to-date, will be unable to participate in extracurricular activities. (Extracurriculars include activities such as school-sponsored athletics and organizations, 5th/6th grade choir, school book fair, school pictures, field trips, and any activities not related to graded academics.) Unpaid fees will accumulate each school year and must be paid in order to graduate.

Parents are responsible for the replacement cost of textbooks, library books and other school material that are damaged, lost or destroyed while in your child's use. If not paid, these fees and/or replacement costs will be added to your child's workbook fees and subject to the above procedures.

FIELD TRIPS

Parent notification will be forwarded to you prior to your child's participation in a field trip. Parents will need to complete a Field Trip permission form on Final Forms.

GRADE CARD/PROGRESS REPORTS/HONOR ROLL:

Grading is used to provide an accurate report of what our students know in relation to Ohio's Learning Standards adopted by the State of Ohio and PEVS. These standards, followed closely by our teaching staff, are statements of knowledge and skills that every child is expected to learn during the school year. In order to report student progress and grade assignments according to those standards, our district has developed the following grading scales:

Grading Scale for students in Kindergarten and for Art, Music, PE, and Computer:

<u>Point Value</u>	<u>Percentage Range</u>
3	90 to 100%
2	75 to 89%
1	68 to 74%
0	0 to 67%

Grading Scale for students in Grades 1– 6:

A+	99 – 100%	B+	87 – 89%	C+	77 – 79%	D+	67 – 69%
A	93 – 98%	B	83 – 86%	C	73 – 76%	D	63 – 66%
A-	90 – 92%	B-	80 – 82%	C-	70 – 72 %	D-	60 – 62%
						F	0 – 59%

In the elementary buildings, progress reports are available online at the midpoint of each grading period (four times each year) and grade cards are sent home with students at the end of each grading period (four times each year). Parents are also encouraged to monitor student progress online at any time during the grading period/school year.

Students in Grades 1-6 who earn ALL A's or ALL A's + B's are recognized for being on the Honor Roll at the end of each quarter. (Students must also have a 2 or 3 in Art, Music, PE, and Computers along with ALL A's or ALL A's + B's in their core classes to be on the Honor Roll.)

RETENTION POLICY

- a. A student may be retained at his/her current grade level when he/she has in the opinion of the professional staff and principal, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.
- b. A student may be assigned to the next grade level when retention would no longer serve any good purpose.

GUM

Careless disposal of gum on furniture, in drinking fountains and on floors presents sanitation and cleaning problems. Therefore, gum chewing is not permitted by students on school property, including school buses.

LOCKERS

Each student should only use his/her assigned locker and be responsible for that locker.

1. No locks should be placed on the hall lockers.
2. You are not to draw on or in any way deface the locker.
3. Please do not slam the doors when closing them. If your locker is in need of repair, report this to your homeroom teacher.

Any student intentionally damaging lockers, or entering another person's locker will be disciplined and will be held responsible for any damages. Gym lockers are provided for the 5th and 6th grade students. Locks may be placed on these lockers as the locker rooms are used by many groups and teams.

LOST AND FOUND

When we cannot identify the owners of various items, the items are placed on the Lost and Found table located across from the cafe. Please feel free to check the table if your child has lost or misplaced any of his/her belongings. Please remember, we are not responsible for personal items children bring to school. Students are to leave valuable/favorite toys, clothing, games, etc. at home.

LUNCH/BREAKFAST

- Students may pack their lunch or purchase their lunch each day. Lunch prices will be set by the Board of Education before school starts.
- Parents are responsible for maintaining a positive balance on their child's lunch account. Account balances may be monitored online.
- Students are not to purchase food for/from another student.
- Students are responsible to carry their trays/all trash to the area for disposal when they have finished their lunch.
- Individual cartons of milk may be purchased by students who pack their lunch. Students shall not bring soft drinks (soda pop) as part of their school lunch.
- Students are to leave the cafeteria quietly when dismissed after completion of their lunch, use the restroom when necessary and walk to the playground for the lunch recess.
- Menus are to be posted in all classrooms and will be available on the monthly newsletter.
- Supervision in the cafeteria is provided by the principal, cafeteria/custodial staff, aides, and/or teachers.
- Breakfast is available in the classroom for all students, free of charge, from 7:45-8:00.

LUNCH GUESTS:

Parents and other relatives are always welcome to have lunch at school with their child. We would appreciate a call to the office in the morning so the guest may be added to the lunch count. Visitors will be charged the adult lunch price as designated by the Board of Education. *Please note: Lunch times generally remain the same each day; however, special events on any given day could result in lunch times being switched. Please call to verify your child's lunch time if you are joining them for lunch.

ADMINISTERING MEDICATIONS TO STUDENTS

Many students are able to attend school regularly only through effective use of medication for the treatment of illness and/or disabilities. Students with contagious illnesses, which may infect other students, will be asked not to attend school during the infectious time of their illness as to not infect others. If possible, medications should be given at home. An example of this daily or three times a day can easily be administered at home before and after school.

When a physician or parent believes it is necessary for medication to be administered at school, this procedure must be followed. The intent of this policy is to protect the safety of the students. This policy will ensure that medications will be taken at school only with the approval of the parent/guardian, physician and school officials.

School personnel designated to administer medications are the school nurse, the building principal, the building secretary, and other trained designees.

1. **NON-PRESCRIPTION MEDICATION:**

Students requiring non-prescription medications will be required to bring the medication to the building office. All medication must be in the original container with the strength and expiration date listed. Such medication will be allowed only with a note signed by the parent that:

- a. Authorizes the school personnel to give the medication to the student during school hours.
- b. States the name of the medication to be given.
- c. States the amount and how often the medication should be given.
- d. States how long the medication is to be taken.

Due to certain illnesses/disabilities and interactions between medications, some non-prescription medications may also require the signature of the physician. The school nurse, based on the assessment of the student and the medication being administered, will determine this. The school nurse will notify the parent if a physician's signature is required. When a physician's signature is required, the policy for administering prescription medications will be followed.

2. **PRESCRIPTION MEDICATIONS:**

All medications must be in the original container in which the physician or pharmacist dispensed it. Students requiring prescription medications while at school **MUST** have a physician's signature authorizing the school to administer. The statement from the physician must include the following:

- a. Name of the medication.
- b. Amount to be administered.
- c. Date to start and date to discontinue medication.
- d. Potential side effects the school should report to the physician.
- e. Any special instructions.

The parent/guardian must also sign a statement giving permission for the school to administer medication. (**Please contact the School Nurse at 419-594-3346, ext. 1415 for a medication form.)

Violation of this policy may result in disciplinary actions deemed appropriate by the building principal.

BEE STINGS AND OTHER ALLERGIES

Parents are responsible for informing the school of the child's allergies, especially allergies to bee sting and specific foods or asthma. In the case of bee sting or food allergies or asthma, parents should provide the school with the proper medications and a **DOCTOR'S STATEMENT** concerning administering it.

CONTAGIOUS DISEASE

Children with contagious diseases will not be permitted to attend school during the infectious period. The school follows the guidelines set forth by the Ohio Department of Health. Some of the common illnesses are conjunctivitis (pink eye), chicken pox, diarrhea and lice. If your child has an infectious illness, **please** do not send them to school during the time they may infect others.

ILLNESS AT SCHOOL

Children who become ill at school can be better cared for at home by their parents. Parents must provide us with both the home and work numbers so we are able to contact a parent during the day. If someone other than the parent is to be called, please provide us with that information on the emergency medical form sent home at the beginning of the year.

PICK-UP OF STUDENTS DURING SCHOOL HOURS

When it is necessary for a student to leave school for any reason, you must sign your child out in the office. From the office, you will be directed as to where to pick up your child. Students will not be released from the classroom without notice from the office. These procedures help to maintain accurate attendance records and are for the safety of your child. Children will be released only to the custodial parent, guardian, or those listed on the emergency medical form unless prior arrangements have been made through the office.

PARENT-TEACHER CONFERENCES/NEWSLETTERS

To best serve the needs of the students, the responsibility for communication is shared between those at school and at home. Do not hesitate to contact the school with your concerns. The school staff holds the parents' influence on a child's education in the highest regard. We will not delay in keeping you apprised of your child's progress.

Building wide parent-teacher conferences are scheduled in November. Conferences, written communications and telephone calls can and should be used whenever the need arises during the school year.

Newsletters are written each month to keep students and parents current with the menu, all school activities, policies and schedules.

PARENT-TEACHER ORGANIZATION (PTO)

Oakwood Elementary is served by a very active Parent-Teacher Organization. All parents are encouraged to join and become actively involved in the PTO's activities. The PTO, through its projects, has provided the students of Oakwood Elementary many educational and recreational improvements.

PHYSICAL EDUCATION

Physical Education is a required part of our curriculum, with standards set and adopted by The State of Ohio. On the days your child has physical education, students must have tennis shoes and wear clothing which will permit participation in class. If a student wears dress shoes, sandals, or boots to school, he/she should bring running shoes with them. Limited participation in Physical Education due to illness or injury will be decided on a case-by-case basis when a note is received from a parent. Only a medical note signed by a doctor will excuse a child from all activities during Physical Education class.

RECESS RULES

OUTSIDE RULES:

The purpose of recess is exercise and enjoyment. The school's primary interest is the prevention of injury. This includes actions that will bring injury to yourself or will result in injury to another student. We expect the students' cooperation.

RULES:

1. Ice, snow, sticks, mulch or stones should not be thrown or kicked.
2. Any student who allows him/herself to be drawn into a fight will be disciplined along with the individual who started the fight. Fighting or play fighting is prohibited. (Hitting, pushing, and shoving are also considered fighting.)
3. When disagreements develop, go to the aides or teachers on recess duty for assistance to solve problems.
4. Touch football only. No Tackling.
5. Games involving tripping or shoving are not allowed.
6. For safety purposes, baseballs or other hard balls should be left at home.
7. Personal toys are not permitted on the playground during recess.
8. In the winter, we do go outside for recess whenever possible. If there is snow on the ground, students must be wearing boots to play in the snow; and then, they may only do so with permission of the playground supervisor.

SUPERVISION:

Teachers and Teacher's aides are in charge of the playground. Follow their instructions. Those who will not follow the rules will not play. Warnings will be given to stop inappropriate activity. Removal from activity is the next action. Further action will mean sending the student to the office.

INSIDE RULES:

Inside recess is a special situation. It occurs when students cannot go outside because of various types of bad weather. Inside recess is different from outside recess and the activities allowed are also different. Games and other safe activities are allowed and provided for in the classrooms. The school's primary interest is the prevention of student injury. This includes actions that will bring injury to any student. Good judgment and common sense should be the guideline of all indoor activity. We expect the students' cooperation.

SUPERVISION:

Supervision of inside recess will be provided by the aides and a rotating schedule of the teaching staff.

RECORDS

PRIVACY ACT:

In keeping with P.L. 93-380, concerning school records, parent consent must be obtained before school records can be released to anyone outside the school, other than another government agency.

PARENT ACCESS TO RECORDS:

NATURAL PARENT

Any legally recognized natural parent has access to his/her student's records unless those rights were lost through adoption, court order or the child has reached the age of maturity. Access must be granted within a reasonable period of time.

NON-CUSTODIAL PARENTS

A divorce or change in child custody does not change the rights of the natural parent to access his/her child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Self-addressed stamped envelopes may be requested by the school for the mailing of information to non-custodial parents.

STEP-PARENTS

Step-parents have no rights to records, reports or conferences unless these rights are conferred on them by the custodial parent or the step-parent has adopted the child.

CHILD CUSTODY

Parents have a legal obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to the child's custody. The school is not responsible for enforcing custody orders. We have been authorized by law enforcement to release children to a natural parent upon request of that parent, unless we have received a copy of a restraining order forbidding said parent from taking the child. If a natural parent is violating a custody agreement by picking the child up at school, the issue will need to be settled in court and is not the school officials' responsibility to monitor or moderate.

RELIGIOUS ISSUES IN THE SCHOOL

Parents who object to their child observing holidays on religious grounds should provide the principal with a written statement to that effect.

SAFETY

The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. Therefore, state law requires all visitors to report to the office before visiting classrooms.

Following are suggestions to help us safely care for the children:

1. Parents should instruct their children about the dangers of talking to strangers.
2. Parents are expected to reinforce the school rules about safely crossing the street, not fighting and avoiding other dangerous practices.
3. In case of special emergencies, it could become necessary to dismiss school early. Parents should discuss this with their children and make sure their children know where to go if this should happen.

AUTOMOBILE PICK-UP FOR CHILDREN

- Parents dropping off/picking up students **before** or **after** school should use the entrance located on Third Street.
- When dropping off/picking up students at the Third Street entrance: If you pull into the circle drive, you must remain in your vehicle. Carefully pull your car forward when the car in front of you moves up. If your child(ren) has not yet exited the building and the vehicles behind you are ready to leave, please pull out onto the street and re-enter the drive. If you are going to get out of your vehicle, you must pull into a parking spot.
- For the safety of all children, please follow the directions of Oakwood Elementary staff.
- **PLEASE NOTE:** Parents arriving **AFTER 8:00 a.m.** or **BEFORE 3:00 p.m.** need to use the main entrance (by the flag poles) located on First Street.

SCHOOL CLOSINGS AND DELAYS

- PEVS uses the School Messenger System to notify all families and staff of delays, closings, and early dismissals. Please update your phone and e-mail information on Final Forms to be sure you receive these messages.
- School closings and delays due to inclement weather will be posted on the school website <http://pauldingschools.org/>, Facebook, and Twitter, and are also announced on the following radio stations: WDFM FM 98.1, WPAU AM 1640 and WERT FM 99.7.
- Some area TV stations also carry this information. The information is available after 6:00 am.
- When it becomes necessary to close school before the scheduled dismissal time, you will receive an instant alert phone message. This information will also be broadcast over the same website, social media and radio/TV stations.

SCHOOL SUPPLY LIST

Parents are asked to maintain the school supply list at your child's grade level. These materials are used daily and are needed to perform the student's school work. Some school supplies need to be replenished during the year as they are used, such as crayons and pencils. The school supply list is sent home with children in their last grade card for the following year, is available on the school website (www.pauldingschools.org), and is available in the office.

SPECIAL SERVICES

INTERVENTION ASSISTANCE TEAM:

Intervention Assistance Teams are school-based groups whose purpose is to assist teachers and parents in dealing with the learning and behavior of students. Intervention assistance teams serve as a way to address individual student needs in a totally confidential setting.

An IAT has the potential to:

- Better meet individual student needs.
- Assist teachers and parents in varying strategies to promote student performance.
- Employ group problem solving procedures to solve problems.

Depending on the individual needs of the student the IAT may be composed of: parents, classroom teachers, the principal, school psychologist, special education teacher, speech pathologist, Title I Reading Specialist, school nurse, and support staff (teacher aides, bus driver, etc.)

PSYCHOLOGICAL SERVICES:

Learning Disabilities and Developmentally Handicapped units of instruction are available for the students. Students qualify for these programs after evaluation by the school district's psychologist. Psychological services and testing are available through the IAT process and consultation with the classroom teacher, psychologist, special education coordinator and principal. Participation in this program requires parental approval.

SPEECH AND HEARING THERAPY:

Speech and Hearing Therapy is provided for the students of the district. Students qualify for this program after evaluation by the speech and hearing therapist.

Testing is available upon request of the parent. Contact the speech therapist through the school office. Participation in this program requires parental approval.

SCHOOL NURSE:

The school nurse is scheduled to visit Oakwood Elementary at least one day a week. This may vary depending on the district's activities throughout the school year. The nurse conducts vision and hearing screenings for Kindergarten, 1st, 3rd and 5th grade students. The nurse will also examine any students referred by parents. Injuries and illnesses are also treated by the nurse during her time at the school.

BAND:

Instrumental music instruction is provided for 5th and 6th grade students. Students receive individual instruction weekly along with an additional session with the full band at his/her grade level. The opportunity to purchase or rent instruments is also provided. Band is a graded class.

MEDIA CENTER PROCEDURES:

- The purpose of the school Media Center is to aid in developing a student's reading and study skills and to assist the school staff in this objective. The Media Center is a classroom; students are to follow general classroom rules such as: enter quietly, stay in the assigned area, ask for help when needed, be a good listener and handle material properly.
- Ignoring the accepted rules and procedures could result in suspension of Media Center privileges except those connected with class assignments.
- All items checked out of the Media Center are due within two weeks. Fines are not charged for overdue books. However, the habit of being late could result in the suspension of checking out materials from the Media Center.
- A fee is charged for damaged or lost books based on original or replacement cost and condition of the book.

STUDENT'S PERSONAL PROPERTY

- Students are discouraged from bringing cameras, cell phones, CD/DVD/IPOD/MP3 players, personally valued toys, trading cards or other valued items to school. The curiosity of children in another child's belongings, though usually innocent, sometimes leads to problems for all parties concerned.
- Students should not leave money or valuables in their desks.
- A student's name should appear on lunch boxes, coats, boots and other items consistently brought or worn to school.
- Students wearing watches, fitbits, bracelets, earrings, etc. to school are to wear them properly (as they were designed to be worn) at all times, except during physical education when the items should be given to the physical education instructor.

Please remember if you do choose to bring personal toys, electronics, or other valuables to school, the school personnel is NOT responsible for recovering these items if they are lost or perceived to be stolen; and education time will not be taken to attempt to recover personal items.

BUILDING SAFETY PROCEDURES:

EMERGENCY WEATHER PROCEDURE

All students are to know their assigned area from each room they use. All students are to move quickly and quietly to the assigned area when the emergency weather tones are sounded. Students are to remain standing in their assigned areas until they are directed differently. Teachers will take and report attendance when the class has assembled in the safe location. Students are to remain in the safe location until the "all clear" is signaled. Emergency weather drills will be conducted once a month during tornado season.

EMERGENCY EVACUATION/FIRE PROCEDURE

All students are to move quickly and quietly when the fire alarm is sounded. Each class should know primary and secondary routes to the outside. Students should remain with their class after leaving the building and follow the directions of the adult in charge of them at the time. Teachers will take and report attendance when the class has assembled at the designated safe location. No one is to re-enter the building until the all clear is signaled. Emergency Evacuation/Fire drills will be conducted as required by law.

PROTECTIVE ENVIRONMENT

If a Protective Environment is announced, all students will remain inside the school building. They will continue to follow their regular daily schedule and lessons but will remain inside (i.e. recess would be inside recess). Any staff or student who needs to leave the building during a Protective Environment must do so through the main doors by the office. Protective

Environment drills will be conducted during Safe Schools weeks each year. Examples of when a Protective Environment might be announced: there is an accident on the street in front of the school; a home near the school is on fire; the EMS is called to a home in view of the school; law enforcement requests students not be on the playground...

STAY PUT

If a Stay Put is announced, all students will stay in the classrooms, out of the hallways, until the "All Clear" is given. Teachers will continue teaching; however, class changes will not take place. Stay Put drills will be conducted during Safe Schools weeks each year. Examples of when a Stay Put might be announced: a serious medical situation inside the school; a power outage; a serious student disturbance; law enforcement requests students not be in the hallway...

LOCK DOWN

If a Lock Down is announced, all students will move to a safe place in their classrooms away from windows and doors, which will be locked. Classroom instruction will be suspended while teachers and students attempt to become as quiet as possible. Lock Down drills will be conducted during Safe Schools weeks each year. Examples of when a Lock Down might be announced: Dangerous intruder outside the building or in the general vicinity of the classroom; student possession of a weapon on school grounds; law enforcement request due to police activity in the vicinity of the school...

A.L.I.C.E.

A = Alert, L = Lock Down, I = Inform, C = Counter, E = Evacuate

If there is a dangerous intruder inside our school, we will do everything possible to get students and staff to safety by keeping them informed of the situation and making every possible attempt to evacuate to a safe location. A.L.I.C.E. drills will be conducted during Safe Schools weeks each year.

PEVS Mission Statement

Understanding every student is an individual with unique skills, strengths and needs, the Paulding Exempted Village Schools, in partnership with its families and communities, provides every student with a variety of exceptional learning opportunities in a safe and caring environment. Through data-driven instruction and knowledge of individual students, PEVS staff will support students in achieving academic excellence, integrity, and leadership to become successful life-long learners in a global society.

<p>Situations/issues not addressed by this handbook will be governed by the current Paulding Exempted Village Schools Board Policy Manual.</p>
