Centerville City Schools
EMPOWER • CHALLENGE • SUPPORT

STUDENT & PARENT HANDBOOK

K-1 Primary Villages
and
2-5 Elementary Schools



Updated July 2025

Table of Contents

PRINCIPALS' WELCOME **5**

STRATEGIC PLAN **6**
- Our MISSION 6
- Our VISION 6
- Core Principles 6
- Five Focus Areas 6

CODE OF CONDUCT **7**
- ELEMENTARY STUDENT EXPECTATIONS (ACTIONS, BEHAVIORS, & RESPONSIBILITIES) 7
- RESPONSE TO UNEXPECTED BEHAVIOR 10

STUDENT ACCESS TO TECHNOLOGY RESOURCES **11**

USE OF TOBACCO, ALCOHOL, AND OTHER DRUGS **12**

STUDENT ATTENDANCE **12**
- STUDENT SCHOOL HOURS 12
- STUDENT ABSENCES 12
- ATTENDANCE CHECK 12
- NOTES TO SCHOOL 13
- LEAVING SCHOOL EARLY 13
- TARDINESS 13
- HOMEWORK WHEN ABSENT 14
- VACATION POLICY 14
- SCHOOL DELAYED OR CLOSED DUE TO WEATHER 15
- 2-HOUR DELAYED START 15
- EMERGENCY EARLY DISMISSAL 15
- TRUANCY 15

ENROLLING AND WITHDRAWING STUDENTS **16**
- ENROLLING 16
- ENTRANCE AGE 16
- RESIDENCY 16
- CUSTODY 17
- IMMUNIZATIONS 17
- WITHDRAWING 17

OFFICE PROCEDURES 17
CONTACTING SCHOOL 17
SCHOOL VISITORS 18
SCHOOL RECORDS 18
SCHOOL FEES, MATERIALS & SUPPLIES 18
LOST AND DAMAGED BOOKS 19
SCHOOL PICTURES AND YEARBOOKS 19
WAIVER OF STUDENT PARTICIPATION 19

ACADEMICS 19
OHIO'S LEARNING STANDARDS 19
HOMEWORK POLICY 19
MTSS 19
GIFTED 19
SPECIAL EDUCATION 20

ACADEMIC PROGRESS 20

COMMUNICATION 20

PROCEDURES FOR STUDENTS 21
BICYCLES 21
BIRTHDAY CELEBRATIONS 21
FIELD TRIPS 21
STUDENT DESKS, LOCKERS, AND STORAGE AREAS 21
OFFICE PHONE USE 21
CELL PHONE, CELLULAR WATCHES, & ELECTRONIC DEVICE USE 22
PHYSICAL EDUCATION CLASS ATTIRE 22
RECESS 22
STUDENT NUTRITION SERVICES 22
SCHOOL HEALTH CLINIC 22
COMMUNICABLE DISEASES 22
MEDICAL CONCERNS 22
MEDICATION FOR YOUR CHILD 23
FOOD ALLERGY AWARENESS 23
CLINIC SERVICES 23

PARENT TEACHER ORGANIZATION 24

TRANSPORTATION 24
TRANSPORTATION BEHAVIOR AND RESPONSIBILITIES 24
TEMPORARY CHANGE IN TRANSPORTATION 24
ALTERNATIVE TRANSPORTATION 24

SAFETY **25**
EMERGENCY PROCEDURES 25
SAFETY HELPLINE 25
CHILD ABUSE AND NEGLECT 25
SCHOOL RESOURCE OFFICER 25
ASBESTOS MANAGEMENT PROGRAM 26
NON-DISCRIMINATION POLICY **26**
TITLE IX **26**
SECTION 504 **26**

PRINCIPALS' WELCOME

The purpose of this Student & Parent Student Handbook is to provide information about our elementary policies and procedures. We encourage you to sit down with your student and review the information. If any questions about procedures or policies arise throughout the school year, hopefully this document will be a resource for your family.

We look forward to working with each and every student and their family. If you have any questions or concerns, please do not hesitate to reach out.



Christina French
Primary Village North
6450 Marshall Road
937.438.6062



Amy Allen
Primary Village South
8388 Paragon Road
937.312.1273



Katy Barker
Cline Elementary
99 Virginia Avenue
937.435.1315



Erin Bucher
Driscoll Elementary
5767 Marshall Road
937.434.0562



Matthew Szozda
John Hole Elementary
180 West Whipp Road
937.434.0725



Drew Montgomery
Normandy Elementary
401 Normandy Ridge Road
937.434.0917



Katie Thornton
Stingley Elementary
95 Linden Drive
937.434.1054



Andrew Boeke
Weller Elementary
9600 Sheehan Road
937.885.3273

STRATEGIC PLAN

Our MISSION

Empower, challenge, and support every learner to grow every day.

Our VISION

Centerville City Schools creates a collaborative learning environment that responds to the needs of each learner, fosters growth, and prepares individuals to be responsible, community-minded members of society.

Core Principles

Centerville City Schools believes that:

- learning is attainable for all
- valuing the unique gifts and experiences of each individual enriches our district and community
- building supportive relationships is necessary for learning
- fostering a growth mindset builds resilience and perseverance
- empowering our students, staff, families, and community to take risks inspires innovation and leadership
- resourcing our students and staff with meaningful support and inspiring tools maximizes potential
- leveraging evidence-based data and feedback helps us understand our impact and progress
- nurturing meaningful partnerships and trust requires open lines of communication
- sustaining growth requires forward-thinking and a fiscally responsible plan

Five Focus Areas



Teaching & Learning
Supporting growth of the whole learner, academically, intellectually, and emotionally, through safe environments and evidence-based practices



Leading & Innovating
Taking risks and improving one's community while encouraging others as they do the same



Diversifying & Including
Incorporating all voices that encompass our diverse community to strengthen every aspect of our mission



Communicating & Understanding
Sharing information vital to building trust, defining ways to measure our impact, celebrating successes, and learning from our challenges



Resourcing & Supporting
Providing the support structures necessary to sustain and maximize growth

CODE OF CONDUCT

ELEMENTARY STUDENT EXPECTATIONS (ACTIONS, BEHAVIORS, & RESPONSIBILITIES)

The elementary school community wishes to maintain a favorable climate for learning… one in which students, parents, and staff can work together productively and with dignity. Teachers will enforce expectations in a manner that is firm, kind, and consistent. However, any time a student's behavior disrupts the learning process for themselves or others, behavior modification techniques will be employed.

Centerville Schools is committed to ensuring school safety. Part of this emphasis is setting and communicating clear student behavior expectations. Our standard of behavior at school is based on one simple rule: *Treat others as you would like them to treat you*. Parents can partner to support this idea at home to reinforce our efforts and make them much more effective.

In addition to the detailed expectations outlined on the following pages, we give increased attention to three areas as part of our efforts to maintain a safe and orderly environment:

- Weapons and look-alikes are forbidden
- Fighting, bullying, and threatening behavior or harassment are also forbidden
- Threatening and abusive language is also forbidden

While these have always been addressed in our expectations , the third behavior (how students speak to each other and to school personnel) is closely monitored. Often in play or in anger students have used phrases like "You die," or "I'll kill you," or "I'll blow you away." Whether in jest or not, this type of language is not acceptable.

School employees have been asked to keep an attentive ear to student discussions and to relay to principals any student statements that imply a threat or violence. In addition, we (school and home) must encourage students to inform any adult school employee if they know of any students who have weapons at school or who threaten violence. The lesson learned from other school violence tragedies is that the violent student(s) had told others about their plans and no one really believed the students were serious. We cannot afford to let that happen. Reported incidents will be investigated and resolved according to the range of consequences as outlined in the section entitled "Modification of Inappropriate Behavior" as found in this handbook.

As part of our ongoing program to improve student discipline and ensure the health, welfare, safety, and security of all students, video cameras are placed in all school buildings within the Centerville City School District. Recordings from video cameras that monitor student behavior may be used as evidence in student discipline proceedings.

The code of conduct applies to students any time they are on the property or inside the facility of any school building in the Centerville City School District. This code of conduct also applies to students

when they are participating in any school-sponsored activity whether that activity takes place on or off school property.

The lockers, desks, and other storage areas supplied by the Board and used by the students are the property of the Centerville Board of Education. Therefore, lockers, desks, and other storage areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of a violation of a school rule.

Please share these behaviors and responsibilities with your child(ren) so that both home and school are aware of the expectations:

1. Each person shall act courteously and show respect to those with whom they come in contact: students, faculty and other employees, administrators, volunteers, and visitors.
    A. No one should interfere with an individual's right to engage in planned learning activities.
    B. An individual's right to responsible free expression will be observed as long as learning is not inhibited.

2. All students have a right to a school environment free of discrimination which encompasses freedom from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile, or offensive environment.

    Any student who feels they have been sexually harassed should contact the principal or have their parent guardian contact the principal, who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

    Other types of harassment (i.e., racial, religious, natural origin, or disability-based harassment) are also prohibited.

3. Each person shall respect school property and the personal property of others.
    A. School property and equipment shall be used for their intended purposes (i.e., sit on seats of chairs, not on backs of chairs, on desks, or tables).
    B. Every effort shall be made to maintain the original condition of property. The person(s) responsible for damaging property shall restore it or be assessed the cost of repairing the same.
    C. School supplies shall be used carefully and wisely.
    D. If something is found, it will be returned to its owner or given to a staff member.
    E. Permission must be requested for use of things that belong to another person.

4. Each person shall act in a manner that promotes the best climate for education within our building.

    A. Unacceptable behaviors include but are not limited to: excessive noise, non-verbal distractions, intentional disruption, interfering with discipline of another student.

    B. Disobedient, disrespectful, and/or defiant behavior is unacceptable school behavior and may be referred to the principal. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

    C. Students will not participate in rough play, fighting, or throwing snowballs or objects, as such activities could cause harm to others.

    D. Students are not to participate in acts of arson or in the setting of false alarms.

    E. Bullying or threatening is defined as persecuting or harassing another person including degrading actions toward other students and/or staff. Students shall not engage in bullying or threatening behavior or commit an act which injures, threatens, degrades, or disgraces a fellow student or staff member. Click here to view related Board Policy.

    F. Students are to bring to school only items needed for enriching the school program.
        (1) Electronic devices (i.e., cell phones, cellular watches, tablets, gaming systems, etc.) must remain off/not used and in backpacks or lockers throughout the school day. Visible devices may be confiscated by staff. School personnel assume no responsibility for the safety of these devices.
        (2) Knives, sharp objects, firecrackers or other harmful objects, tobacco products, alcohol, as well as drugs or look-alike drugs are not permissible.
        (3) BOARD OF EDUCATION POLICY REQUIRES EXPULSION FOR ANY STUDENT BRINGING A DANGEROUS WEAPON TO SCHOOL, UNLESS SPECIAL CIRCUMSTANCES EXIST TO CAUSE THE SUPERINTENDENT TO REDUCE THE PENALTY. STUDENTS ARE ALSO FORBIDDEN FROM CARRYING OR BRINGING TO SCHOOL OBJECTS WHICH ARE INDISTINGUISHABLE FROM FIREARMS WHETHER OR NOT THE OBJECT IS CAPABLE OF BEING FIRED.

    G. Students are expected to be on time for school and to attend regularly. Excessive and/or unexcused absences will be referred to the School Attendance and Family Resource Teacher. Click here to view related Board Policy.

    H. Students are to bring completed assignments on time.

    I. Students are expected to follow expectations developed within each classroom.

    J. Students are to use language (written or spoken) and gestures that are appropriate to a wholesome school setting.

    K. Students are expected to move through the halls in a quiet, orderly manner.

    L. Students are not to sell items at school without prior approval of the principal.

M. Students are not to represent themselves or their parents through fraudulent signature, the possession of and improper use of passes and notes, or by falsely identifying themselves to a school employee.

N. Students will dress in an appropriate manner consistent with the academic atmosphere of the school.
   (1) Shoes must be worn at all times.
   (2) Head coverings (i.e., hats, hoods, scarves) may not conceal a student's identity or impede learning engagement or assessment.
   (3) Students shall not wear clothing items that contain messages that are inappropriate or disruptive to the school's educational function. This includes, but is not limited to, displays of alcohol, drug or tobacco materials, sexual innuendo, or that belittle or defame others.
   (4) Revealing clothing is not appropriate apparel in school.
   (5) Distracting or unsafe dress, as determined by the school staff, will be dealt with on an individual basis.

O. Students are to conform to the specific expectations and procedures for special areas as reviewed by teacher:

1.Classrooms	6. School Bus
2.Library	7. Assemblies
3. Gymnasium	8. Field Trips
4. Restrooms	9. Cafeteria
5. Playground	10. Other School-Sponsored Activities

5. Each year parents and students are required to sign an Acceptable Use Agreement in order to maintain a current computer account and district assigned Chromebook with the school.

6. In recognition that any lists of prohibitive conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to discipline a student 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 in the school or which substantially and materially is or poses a threat to the safety of persons or property.

RESPONSE TO UNEXPECTED BEHAVIOR

Whenever possible, a positive approach will be utilized in an effort to teach or remind students of expected behaviors. Click here for the Board Policy on positive behavior interventions and supports. The individuality of the child shall be considered as well as behavior characteristics of children of this age. In response to a student's unexpected behavior, the following range of consequences could be used:

- Reminder of Expected Behaviors
- Removal from Group Activities

- Conferences that may include:
    - Student
    - Teacher
    - Principal
    - Parent
    - School Counselor
    - School Psychologist
    - Other School Personnel
- Restorative Act
- Emergency Removal
- In-school Detention
- Out-of-school Suspension
- Suspension from Bus Privileges
- Suspension from Extracurricular Activities
- Recommendation for Expulsion
- Police Involvement

Click here to view related Board Policy.

In all cases, the consequences applied must be determined taking into account the needs of the student and the details of the situation. Consequences shall be for the sole purpose of responding to behavior within reasonable bounds. If the offense is deemed serious or repetitive, or if the Board of Education requires suspensions as a consequence, the principal may omit one or all of these responses and move directly to the suspension level. Notification of law enforcement officials may be required and/or advisable, in all cases, due process will be followed appropriately with the maturity level of the student involved.

STUDENT ACCESS TO TECHNOLOGY RESOURCES

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students.

Each year parents and students are required to sign an Acceptable Use Agreement in order to maintain a current computer account and district assigned Chromebook with the school.

USE OF TOBACCO, ALCOHOL, AND OTHER DRUGS

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. Click here to view related Board Policy.

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. Click here to view related Board Policy.

STUDENT ATTENDANCE

STUDENT SCHOOL HOURS

AM Kindergarten		PM Kindergarten	
Student Start Time	8:10 A.M.	Student Start Time	11:55 A.M.
Student End Time	10:50 A.M.	Student End Time	2:35 P.M.

Grade 1	
Student Start Time	8:10 A.M.
Student End Time	2:35 P.M.

Grades 2-5	
Student Start Time	8:00 A.M.
Student End Time	2:20 P.M.

STUDENT ABSENCES

Students are expected to be in regular attendance in Centerville City Schools. Research studies have shown a strong connection between good school attendance and student achievement. https://www.centerville.k12.oh.us/learning/attendance Click here to view related Board Policy.

ATTENDANCE CHECK

It is very important that parents and school personnel know that children are safe, cared for, and under school, home or sitter supervision during the school day. Therefore, in accordance with state laws, the following steps are necessary when a child is absent from school:

1. The parent/guardian is asked to contact the school office prior to 8:30 a.m. to report the absence of a child. The school voicemail accepts calls anytime during the evening or nighttime hours. If the illness is to be extended, please indicate this in your message.
2. Students should bring a note, regarding their absence, upon their return to school.
3. If contact is not made, the school will contact a parent/guardian to confirm that the parent/guardian is aware of the child's absence.

This policy is in accordance with the Missing Children's Act which requires notification of student absence. Click here to view related Board Policy.

NOTES TO SCHOOL

It is important that parents keep the school informed of any alterations in their children's normal schedule. NOTES of explanation must be sent to the child's teacher explaining situations such as:

1. Absence or tardiness
2. Requesting early dismissal for appointments
3. Change in transportation (Transportation forms are found here)
4. Remaining after school for activities or meetings

All notes should include the current date and parent signature.

LEAVING SCHOOL EARLY

We encourage parents to take their children from school only when absolutely necessary and for reasons other than convenience or meeting extracurricular schedules. Requests for early dismissal of a student should be in writing to your child's homeroom teacher.

When picking up a student at school for an early dismissal, a parent must come to the office and sign the "Student Sign-out Sheet", noting the student's name, time, and parent's signature. The child will meet you in the office. Children can ONLY be released to parents who have legal custody of their children.

TARDINESS

Any student arriving after 8:00 A.M. and before 9:35 A.M. is considered tardy. The student must report to the office to sign in and for an Admittance Slip. A parent note is required on the next school day.

Students that arrive after 9:35 A.M. are counted absent one-half day. Students that sign out of school before 12:45 P.M. and do not return for the remainder of the school day will be marked as one-half day absent. Any student that arrives at school after 12:45 P.M. will be marked as one day absent.

Unexcused reasons for tardiness may include but are not limited to: oversleeping, missing the bus, not leaving early enough, personal vehicle problems, etc. Chronically tardy students will be referred to the School Attendance and Family Resource Teacher.

HOMEWORK WHEN ABSENT

It is the responsibility of the student to get assignments from the teacher. The work is to be completed and returned to the teacher.

In the event your child is absent for multiple days:

- A parent may request make-up work from a teacher on the second day a student is out. Homework requests can be made through the school office by 8:30 A.M. You may leave a message on our voicemail about homework when you call your child in sick.
- The homework may be picked up in the office between 2:45-3:45 that day, unless the teacher is absent, in which case it may be picked up the following day.
- Some teachers prefer to have students make up work under their supervision when a student returns.

VACATION POLICY

Some families in our school choose to take their child(ren) with them on family vacations while school is in regular session. The decision as to whether or not you should take your child(ren) out of school is strictly a parental decision.

The staff recognizes that family trips can be a worthwhile and educational experience. A family trip can provide valued time together. However, the schoolwork missed while away is always a concern for both staff and parents.

1. Notify the student's teacher in writing prior to the trip.
2. The student will be counted absent on those days they are not in the building.
3. Teachers are not expected to prepare assignments and work for the student to complete while away.
4. Upon return, the teacher will give the students missed assignments and a timeline of due dates. It is impossible to duplicate classroom discussions, group participation, lab work, or understandings gained through class presentations.
5. We suggest you pursue with your child some of the following alternative educational tasks while on vacation. You may also have ideas of your own. This type of project will be directly related to your family's activities and should add to the total enjoyment of your vacation.

    - Letter Writing
        - Assist your child in writing letters to neighbors, relatives, classmates, etc., explaining the fun and travels your family is having.
    - Maintain a Diary
        - Assist your child in maintaining a daily record of events.
    - Scrapbook
        - Compile a scrapbook of your trip which your child will cherish for a long time and may want to share with classmates upon returning to school.
    - Library Books
        - Select some books to take with you for daily reading.
    - Informational Brochures
        - Gather tourist brochures as you travel and review them with your child.

- Mileage Charts/Map Reading
    - Help your child maintain a gas mileage chart, figure miles per gallon, use the scale of miles on the map to determine distances traveled, etc.
- Expense Records
    - Help your child keep a record of expenses for the meals, sight-seeing, lodging, etc.

SCHOOL DELAYED OR CLOSED DUE TO WEATHER

A decision to cancel school or delay the beginning of the school day is typically made by 6:00 A.M. Following the decision, the district's communication system will be used to notify all parents and staff in the school district. In addition, television stations will be notified, followed by area radio stations. We cannot control when a particular television or radio station will broadcast the announcement, even though all are notified within moments of the decision.

2-HOUR DELAYED START

The Centerville City Schools will operate on a 2-hour delay when it is judged to be most appropriate. If a 2-hour delayed start is announced:

1. The pick-up times for all bus riders will be scheduled 2 hours later than the normal schedule. This includes public school students grades K-12 and all private/parochial school students.
2. The delayed start time will be 2 hours later than the normal scheduled time.
3. Dismissal times will not change.

EMERGENCY EARLY DISMISSAL

Once students are transported to school, it is district operating procedure to keep students at school until normal dismissal times if at all possible. While rare in occurrence, unsafe conditions have developed because of power outages, furnace failure, etc., necessitating the emergency closing of a school before normal dismissal time.

Parents must review with their son/daughter what to do in case of an emergency early dismissal. As part of the registration process or annual update to your child's emergency information, you have indicated what your child is to do in case of an emergency early dismissal. We will use this information to guide us in case an emergency dismissal would occur.

TRUANCY

The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Click here to view related Board Policy.

ENROLLING AND WITHDRAWING STUDENTS

ENROLLING

Students must attend school in the district in which their parents or guardians reside. To enroll a student, the necessary registration papers can be filled out from the district's web page. Of immediate importance is the name and address of the previous school your child attended, as relevant records need to be requested from that school immediately.

The parent/guardian MUST provide the original birth certificate (or record of baptism), proof of residency, custody paperwork (if applicable), driver's license and immunization records upon enrollment.

ENTRANCE AGE

September 30 has been designated by the State Department of Education as the date by which a child must be six years old to enter first grade and five years old to enter kindergarten. Upon request of the parent or guardian, each child who would be this age after September 30, but before January 1, will be evaluated as a prerequisite to an early admission. The Centerville City School District Student Services Office will evaluate the child to determine eligibility for early admission. Click here to view related Board Policy.

RESIDENCY

Centerville City Schools provides a free education to district residents between ages 5-21 (special education students ages 3-21), who do not possess a diploma.

A student is considered a resident of the district if they reside with a parent(s), or person or government agency with legal custody whose place of residence is within the boundaries of the school district.

Students under the age of 22 may attend school in the district for 90 days without paying tuition if the parents/guardians have a contract on a home being built, or a contract to purchase a home and are awaiting the date of closing on the mortgage loan. Proper documentation of these facts will be required.

Students who move from the district prior to the end of the school year may be allowed to complete the remainder of the school calendar year only by paying the tuition rate established annually by the State of Ohio. A twelfth grade student whose parent/guardian moves outside of the district after the commencement of the first day of school may be allowed to complete the remainder of that school year, plus one semester if necessary to meet graduation requirements, without paying tuition.

In all circumstances where a district student is living outside the school district but legally attending the school district, transportation to and from school is the responsibility of the family.

CUSTODY

A copy of any court orders involving custody of children must be provided to the school upon the registration of your child. If and when changes in such documents occur, the school must be provided with copies of the updated documents.

Non-custodial and custodial parents are entitled to equal access to school records of their children, except to the extent modified by a Court order. Similarly, unless limited by Court order, non-custodial and custodial parents have equal access to school activities of their children, including but not necessary limited to parent/teacher conferences, school parties, performances, picnics, field events, PTO-sponsored events, or any other special event that parents are invited to attend.

Children can only be released to a custodial parent. Children can be released to a non-custodial parent with the consent of the custodial parent.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized in accordance with State statutes, unless specifically exempt for medical or other reasons. Information can be found here on the district webpage.
Click here to view related Board Policy.

WITHDRAWING

To withdraw a student it is important to notify the school prior to the last day of attendance. A parent or guardian must stop by the office and sign a withdrawal form. Please provide the name and address of the new school your child will be attending.

Records can only be released with the written permission of the parent/guardian. Official records are then mailed to the new school and may not be hand-carried, but parents may request a copy of the official record to hand carry. Click here to view related Board Policy.

OFFICE PROCEDURES

CONTACTING SCHOOL

When calling the school, give the secretary or office aide an indication of the purpose of your call and she will connect you with the individual who can provide the information you desire. Please keep in mind teachers are with students and are generally unable to talk with parents during the school day. Teachers will return your call at their earliest convenience.

SCHOOL VISITORS

All visitors to the school must report to the office upon arrival. This policy exists for the protection of our students. IMPORTANT: Please bring your government-issued ID if you are planning to be inside our schools during the school day. Raptor system FAQ

In addition to regularly scheduled opportunities, parents are welcome to visit the school at other times. However, to provide for student safety and the continuity of the regular instructional program, all visitors are to register at the main office and obtain a visitor's badge. Those planning to visit a classroom must make arrangements with the principal at least 24 hours prior to the desired visitation. Unplanned visitations can be very disruptive to the learning environment.
Eating lunch at school can be a highlight for your child. Be sure to report to the office upon your arrival. Family or friends of students who are not enrolled in the Centerville Schools may not visit during recess due to the liability implications.

SCHOOL RECORDS

Student records are maintained in the school office. They contain academic progress reports, registration, medical, and standardized test information. Parents may review these records upon request and assistance from the principal.

Please notify the office immediately of any change of address, phone, emergency contact, parent work number, family relationships, or medical concerns. We need your help in keeping our records accurate. Click here to view related Board policy.

SCHOOL FEES, MATERIALS & SUPPLIES

The district maintains a uniform and consistent Student Fee schedule to cover the cost of necessary workbooks, educational subscriptions, art supplies, technology software and devices, and other materials that are not reusable, but essential to our quality program. Notification of these fees is communicated with families at the beginning of each school year.

Students enrolling at any time during the first quarter will be charged the full fee amount, the second quarter 75%, the third quarter 50%, and the fourth quarter 25%.

Any student transferring out of Centerville City Schools during the first quarter will be refunded 75% of the school fee amount paid, during the second quarter 50%, the third quarter 25%, and those transferring during the fourth quarter will not receive a refund. All refunds must be requested in writing by the parent.

In addition to school fees, students need to provide school supplies, such as pencils, crayons, paper, headphones, etc. Each grade level has a unique list of supplies needed which is available in the school office, from the teacher, or online.

LOST AND DAMAGED BOOKS

Students are responsible for any books issued by the classroom teacher or checked out of the library. A fee will be charged for lost or damaged books.

SCHOOL PICTURES AND YEARBOOKS

A photographer comes to school to take individual photographs of the students. Families may purchase these, but there is no obligation to do so. Prices are set by the photographer. Yearbooks are also available for purchase.

WAIVER OF STUDENT PARTICIPATION

The Ohio Revised Code permits a parent or guardian to waive participation of their child in the following areas of mandated school curriculum: Growth and Development (4th and 5th grade only)* If you wish to exclude your child from this program, please notify our office in writing.

ACADEMICS

OHIO'S LEARNING STANDARDS

We teach Ohio's Learning Standards. In addition to academics, Ohio's Learning Standards emphasize skills like critical thinking and problem solving - qualities sought by today's employers. Additional information can be found on our website.

HOMEWORK POLICY

Homework may be assigned as an extension of, or for the completion of, work already introduced, explained, and assigned in class. Students should be able to complete it on their own.

MTSS

A Multi-Tiered System of Support (MTSS) is a process to provide targeted and effective support to students who need additional help. The goal of MTSS is to ensure that every student has access to the interventions, resources, and support they need to succeed academically, socially, behaviorally, and emotionally. MTSS is designed to be a flexible and responsive system that meets the unique needs of each student. It helps ensure that no student falls through the cracks, and that every student has access to the support they need to succeed.

GIFTED

The State of Ohio defines children who are "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Centerville City School District to identify gifted students annually. Click here to view related Board Policy.

SPECIAL EDUCATION

Centerville City Schools is committed to offering a free and appropriate public education to meet the unique needs of students in the district with special needs, ages 3-21.

The district offers a wide continuum of services to students with special needs, as outlined in the Individuals with Disabilities Improvement Act (IDEIA) of 2004.

Additional information can be found on our website.

ACADEMIC PROGRESS

A written report of progress is provided for families at different points across the school year

- Kindergarten at the end of each semester (January/June)
- 1st Grade at the end of the 1st semester (January), then after 3rd and 4th quarters (April/June)
- 2nd-5th Grades at the end of each quarter (October, January, April, June)

COMMUNICATION

We work to maintain regular communication with families of our students. We try to accomplish this in the following ways:

- Open House
    - Open House is held each August to give families the opportunity to visit the school, meet the teacher(s), and orient everyone for the start of school.
- Parent/Teacher Conferences
    - Parent Conferences are conducted in October. This is an opportunity for a valuable exchange of information between home and school.
- ParentSquare
    - Information from the school will be sent out via the school messaging system. Family emails are automatically added into this messaging system at the time of their enrollment.
- Centerville City Schools Website
    - There is a wealth of information that can be found on our district's website and building's websites.
        - Primary Village North: https://pvn.centerville.k12.oh.us/
        - Primary Village South: https://pvs.centerville.k12.oh.us
        - Cline Elementary: https://cline.centerville.k12.oh.us
        - Driscoll Elementary: https://driscoll.centerville.k12.oh.us
        - John Hole Elementary: https://johnhole.centerville.k12.oh.us
        - Normandy Elementary: https://normandy.centerville.k12.oh.us
        - Stingley Elementary: https://stingley.centerville.k12.oh.us
        - Weller Elementary: https://weller.centerville.k12.oh.us

We encourage families to contact the teacher where there are questions or clarification needed on any aspect of our program. Be sure to invite your child to share with you the experiences of the day. If problems or concerns arise, please contact the teacher first. Afterwards, if you do not feel that the problem has been resolved, contact the principal.

PROCEDURES FOR STUDENTS

BICYCLES

Bicycles must be parked in the school bike rack. It is suggested they be locked. The school assumes no responsibility for the safety or security of bicycles. Bikers will be dismissed with the walkers and leave the school grounds after the buses depart.

Bicycles must be walked on all school sidewalks and not ridden in the parking lot. Students riding bicycles to school do so at their own risk. Bike riders must ALWAYS wear helmets.

BIRTHDAY CELEBRATIONS

Students may bring treats for their class in celebration of a birthday. Parents need to notify the teacher of the occasion. Due to students with severe allergies, non-edible treats are more desirable. Please be aware all students may not be able to participate due to food allergies or religious beliefs.

Invitations to private birthday parties MAY NOT be distributed at school unless the entire class is invited. This rule is enforced to protect the feelings of all students.

FIELD TRIPS

Elementary classes may participate in field trip experiences. Parents will be asked to fill out a field trip permission slip, which must be returned prior to the trip. Students may NOT participate in these activities unless the signed note is in our possession. NOTE: Adults attending field trips as chaperones may not bring other children.

STUDENT DESKS, LOCKERS, AND STORAGE AREAS

Student school desks, lockers, and storage areas are the property of Centerville City Schools for safe keeping of school materials and school-appropriate belongings. While respectful of a student's privacy, the school administration does retain the right to inspect student school desks, lockers, and storage areas.

OFFICE PHONE USE

Every effort is made to keep the phone available for school business only. Students may receive permission from the teachers or from the office staff to use the phone for emergencies.

CELL PHONE, CELLULAR WATCHES, & ELECTRONIC DEVICE USE

Student cell phones and cellular watches must remain off/not used and in backpacks or lockers throughout the school day. All emergency communications between parents and students must take place through the office.

Other electronic devices (i.e., tablets, gaming systems, personal computers) may be permitted with preapproval by the principal.

PHYSICAL EDUCATION CLASS ATTIRE

Children are expected to wear gym shoes for physical education class. We ask that NO BLACK-SOLED GYM SHOES be worn.

RECESS

We feel our students learn better when they have the opportunity to run, play, and breathe fresh air. It can be expected that students will have daily, outdoor recreational time. Only in instances of extreme weather conditions do we hold indoor recess (i.e., rain or winter temperatures below 20 degrees). Students should dress appropriately for the weather every day.

STUDENT NUTRITION SERVICES

Students may purchase lunch from the cafeteria or bring lunch from home. The cost of the student lunch will be published along with a monthly school lunch menu. A la carte items including milk and snacks are also available for purchase by all students. Additional information can be found on our website.

SCHOOL HEALTH CLINIC

Centerville City Schools is committed to meeting the daily health care needs of students as well as the educational and long-term care needs associated with illness in children. It is our goal to be a resource and partner to parents and health care providers. Additional information can be found on our website.

COMMUNICABLE DISEASES

Parents are asked to assist in the control of communicable disease by keeping students home when they are ill, and by reporting any contagious conditions to the school. Parents are requested to follow their physician's advice about when it is safe for a child to return to school following such illnesses or conditions.

MEDICAL CONCERNS

Please be sure the school is aware of all medical concerns regarding your child, such as bee sting allergies, diabetes, asthma, seizures, etc. The emergency medical authorization form is designed to

have parents update this information yearly. Please notify the school nurse if there are changes during the school year.

MEDICATION FOR YOUR CHILD

Ohio law mandates that schools may dispense medication only when an approved form (available here) has been filled out by your physician and parent and is on file in the school clinic. A copy of the medication form can also be sent home with your child if requested. Medication forms should be completed prior to the first day of school if medicine is to be given the first day of school.

All medication must be kept in the school office with a few exceptions (i.e. inhalers with the permission of physician and parent. Students are to report to the office at the time scheduled to receive the medication. Medication will be administered in accordance with the physician's instructions.

No medication, including over-the-counter drugs, with the exception of cough drops, is to be brought to school except under the provisions of this policy.

Click here to view related Board Policy.

FOOD ALLERGY AWARENESS

Many students have peanut, nut, and other severe allergies that can be life threatening. Centerville City Schools has adopted Food Allergy Guidelines and will refrain from any classroom activities involving peanut butter, peanuts, or nuts in school. "Allergy Free" tables are available during lunch. If you have a child who has food allergies, please contact the school office or school nurse.

CLINIC SERVICES

Students need to notify their teacher if they become ill or injured at school. If illness or injury necessitates further attention, the teacher will give the student a clinic pass and the student should report to the clinic.

In case of more serious illness or injury, it will be necessary to notify the parents. To assist in the contacting of parents and/or to authorize emergency treatment by designated licensed physicians at designated hospitals, it is absolutely necessary that each student have an "Emergency Medical Authorization Form" on file in the school office. These forms are to be completed online at the beginning of each school year. All students need to be signed out in the office if picked up by a parent or authorized person.

In the event no one can be reached, the best judgment of the school personnel, in the interest of the child, will be used. For example, we do not permit children with high fevers, vomiting or diarrhea to ride the bus home. The child rests at school until parent contact is made. Under normal

circumstances, a student is not allowed to stay in the clinic more than one hour. They are to return to class or go home.

Students who have an elevated temperature, vomiting or diarrhea will be sent home and it is recommended that they not return to school until 24 hours after the temperature has returned to normal.

PARENT TEACHER ORGANIZATION

Each primary and elementary building has an active PTO. Links to each building's website are below:

- Primary Village North: https://pvn.centerville.k12.oh.us/pto
- Primary Village South: https://pvs.centerville.k12.oh.us/pto
- Cline Elementary: https://cline.centerville.k12.oh.us/pto
- Driscoll Elementary: https://driscoll.centerville.k12.oh.us/pto
- John Hole Elementary: https://johnhole.centerville.k12.oh.us/pto
- Normandy Elementary: https://normandy.centerville.k12.oh.us/pto
- Stingley Elementary: https://stingley.centerville.k12.oh.us/pto
- Weller Elementary: https://weller.centerville.k12.oh.us/pto

TRANSPORTATION

TRANSPORTATION BEHAVIOR AND RESPONSIBILITIES

Students are provided bus transportation in accordance with Board of Education policy and must follow rules and regulations. Bus information is posted in HAC (Home Access Center) prior to the start of school.

Additional information can be found on our website.

TEMPORARY CHANGE IN TRANSPORTATION

1. Arrangements to visit a friend's home must be made prior to coming to school or after returning home.
2. If a student wants to go home with a friend, communication from BOTH parents giving permission and explaining transportation arrangements are required.

ALTERNATIVE TRANSPORTATION

Requests for an alternative method of transportation on a regular basis must be filed with and approved by the building principal before any alternative transportation is begun. Such requests must fulfill these requirements:

1. Requests must be made by the child's parent or guardian.

2. Requests must specify days of week the child will be receiving alternative transportation.
3. Requests must specify who will be picking up the child, where the child will be taken, and the address and phone number of the individual or organization providing alternative transportation.
4. The individual or organization providing transportation must pick-up the student within fifteen minutes of the scheduled dismissal time of 2:20 p.m. The school and its personnel will not assume supervisory responsibilities of the child after this time.
5. Parents and guardians, by requesting alternative transportation for their child, agree to all of the stated requirements and understand that non-compliance with any one of the requirements will result in termination of this arrangement and that the school will then transport the child to their home in compliance with our school district's policy.

SAFETY

EMERGENCY PROCEDURES

Fire, tornado and safety drills are conducted in accordance with state regulations and Centerville City School District's Emergency Procedures.

Centerville City Schools uses the **Run, Hide, Fight** approach to active threats. In partnership with local law enforcement and the Miami Valley Crime Prevention, staff and students are trained to make active decisions to react appropriately (i.e. evacuating, barricading or fighting back). No matter where you are, think through your surroundings, potential scenarios, and your possible actions.

SAFETY HELPLINE

Please speak up if you see a social media post or hear about students who have weapons at school or are threatening violence to themselves or others. Students can confide in a trusted adult or share information through our 24-hour Student Safety Reporting anonymous tip line by calling a toll free number, 1-866-547-8362, or through the Safety Helpline website. Any information shared will be thoroughly investigated and may prevent students from hurting themselves and/or others.

CHILD ABUSE AND NEGLECT

We are concerned about the emotional and physical well-being of each child in our care. School personnel are required by law to be alert to signs of child abuse or neglect and to report these to Children's Services.

SCHOOL RESOURCE OFFICER

School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety. The School Resource Officer is in school to assure the peaceful operation of school-related programs. School Resource Officers also make presentations to classes and act as a resource to staff.

ASBESTOS MANAGEMENT PROGRAM

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

Click here to view related Board Policy.

NON-DISCRIMINATION POLICY

The Centerville City School District affirms that no person shall, on the basis of race, color, national origin, sex and disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto.

Click here to view related Board Policy.

TITLE IX

The Board of Education of the Centerville City School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner.

Click here to view related Board Policy.

SECTION 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, and the implementing regulations, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities.

Click here to view related Board Policy.