

Dear Parents,















Welcome to McComb Elementary. This Parent-Student Handbook has been prepared to provide essential information to the young people that attend McComb Elementary. Please take a few minutes to review the contents with your child.

On behalf of the faculty and staff I would like to extend an invitation for you to visit your child's class, attend your child's programs, and become an active participant in the PTO, and its volunteer programs. We are here to help provide the best educational opportunities possible for your children. Your cooperation and active participation is essential to our success at McComb Elementary. Come and share in our vision of excellence in education.

Joyce Jackson
Elementary Principal

Mission Statement

Our mission at McComb Elementary is to be a community of leaders who are respectful, responsible and ready for whatever life brings.

1. Be Proactive[®] <i>You're in charge.</i>	 Pause and respond based on principles and desired results.	 Use proactive language: "I choose..."	 Focus on your Circle of Influence?	 Become a Transition Person.	
2. Begin With the End in Mind[®] <i>Have a plan.</i>	 Define outcomes before you act.		 Create and live by a personal mission statement.		
3. Put First Things First[®] <i>Work first, then play.</i>	 Focus on your highest priorities.	 Eliminate the unimportant.	 Plan every week.	 Stay true in the moment of choice.	
4. Think Win-Win[®] <i>Everyone can win.</i>	 Build your Emotional Bank Account.	 Have an Abundance Mentality.	 Balance courage and consideration.	 Consider other people's wins as well as your own.	 Create Win-Win Agreements.
5. Seek First to Understand, Then to Be Understood[®] <i>Listen before you talk.</i>	 Practice Empathic Listening: Reflect the speaker's feelings & words.	 Respectfully seek to be understood: State your point of view using "I..." messages.			
6. Synergize[®] <i>Together is better.</i>	 Value differences: Build on others' strengths.	 Seek 3rd Alternatives: Use the Path to Synergy.			
7. Sharpen the Saw[®] <i>Balance feels best.</i>	 Mind	 Body	 Spirit	 Heart	Achieve the Daily Private Victory: Schedule time to renew in all four dimensions of your life.

ATTENDANCE POLICIES

The Ohio Revised Code (Section 3313.48) requires that schools be in session for a specified number of hours. The law also states that a child between the ages of 6 and 18 years of age is “of compulsory school age” and further that “every parent, guardian or other person having charge of any child of compulsory age must send such child to a school which conforms to the state minimum standards.” According to House Bill 410 and House Bill 166, a student is considered to have “excessive absences” if he or she misses 38 or more hours in a month or 65 hours in a school year. “Habitual truancy” is defined as missing 30 consecutive hours of absences, 42 hours in one month or 72 hours per school year. Since we believe there is a correlation between attendance and academic achievement in school, there must be strict policies in place to maximize the students’ opportunities for success.

Expectations

1. School is the first priority for all students when school is in session.
2. **Parents/Guardians are responsible for student’s attendance and communicating with the school. (ORC 3321.04)**
3. Attendance is expected and hours/days of absence should be kept to a minimum.

Sign In/Out of School

1. Students late to school must report to the office to sign in before going to class.
2. Students leaving school must have parent’s permission and sign out.
3. Calls to parents **MUST** be placed through the office staff for permission to leave. Students who use their cell phones to place a call will receive the appropriate disciplinary action regarding **ELECTRONIC EQUIPMENT USE**.
4. Students will not be allowed to leave for lunch during the school day without administrative approval.
5. Students who leave school early due to medical or court appointments, driver’s permit and license tests must arrange this with the school secretary/principal before school begins (7:50 AM). Students must sign in/out at the school office. Students are expected to bring documentation from the appointment and must return to school immediately upon the conclusion of the appointment (depending on time/location).

Parent Call and Follow Up

1. Required – Call the school 419-293-3286 before 8:00 AM the morning of an absence.
2. If calling before 7:15 AM, leave a voice mail identifying yourself, your child’s name, the date/time you are calling and reason for absence. If we do not receive a phone call, we must contact parents/guardians as mandated by the ORC 3321.141 and/or Ohio Law 9.55.3.
3. A note or excuse is required within two days after the student returns to school – to be valid, notes must include, name, date, reason for absence, and parent name/signature.
4. If a note is not received within two days, the absence will be regarded as unexcused (truancy).

Truancy

1. An absence without the knowledge of parents and school authorities.
2. Skipping school or classes will not be tolerated.
3. Consequences for truancy could be any form of discipline deemed appropriate by school administration such as but not limited to: Detentions, (ISS) In-School Suspension, Out-of-School Suspension.
4. Students who miss in excess of the minimum standard (72 hours) could receive notification of truancy charges being filed against them. Contributing charges could be filed against the parent/guardian of said student, if it is determined that a parent/guardian has promoted student absences or not completed their obligations toward student attendance.

Excused Absence

Appointments should always be made outside of school hours when possible. Students should only miss the time necessary for the appointment.

Acceptable reasons to miss school (includes all excused absences per ORC 3301-69-02:

1. Personal Illness – requires written note from parent/guardian and may require a doctor's excuse.
2. Illness in the family – may require a written statement from the physician as to why his/her absence was necessary.
3. Quarantine of the home – absence is limited to the length of the quarantine as fixed by the proper health care officials.
4. Death of a relative – absence is limited to a period of three days unless a reasonable cause may be shown by the student for a longer absence.
5. Medical/Dental appointment – may require a written statement from a doctor/dentist as to the presence of the student.
6. Observance of religious holidays – any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her religious beliefs.
7. Emergency or other set of circumstances – circumstances which in good judgement of the school administration constitutes a good and sufficient cause for an absence from school.

Unexcused absences

1. Absences for an unacceptable reason – not listed above
2. Absences beyond 6 days that are not medically excused as indicated in school policy
3. Removal from class for discipline
4. OSS – Out of school suspensions

CANCELLATION OR DELAY OF SCHOOL

The district's website <http://mccomblocalschools.org> may also be accessed for delays and closings and to sign up for District email notification and text alerts. Also, you can continue to tune to Findlay radio stations (WFAN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays. TV stations **Channel 11** (WTOL) or **Channel 13** (WTVG) will make the necessary announcement early in the morning. If school is cancelled before the completion of the school day, announcements will also be made on the radio. If there is a two hour delay Plan B for Preschool will be used.

BREAKFAST

Breakfast is offered to McComb Elementary students starting at 7:15 a.m. Cost per student is \$1.25 per meal. Students who qualify for free lunches will be offered a free breakfast and students who received reduced lunches will receive breakfast at \$.40. Pre-paid breakfast tickets will be available. Please make sure you denote: Student's name, teacher's name, number of meals and breakfast or lunch on your envelope.

TRANSPORTATION

Bus transportation is a privilege granted to students by the Board of Education. Safe transportation is a responsibility shared by the school, driver, parents, and students. Students riding our buses at any time must abide by any bus riding rules and the Student Code of Conduct, which is adopted by the Board of Education. Students may be suspended from riding the school bus for all or part of the school year for violations of the bus riding rules or the student code of conduct.

BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements. If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus.

Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

BUS RULES

1. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their assigned seat. All students on McComb Local Schools buses have assigned seats.
5. Pupils must remain seated, keeping the aisles and exits clear. We teach students to sit back to back of seat to seat, and feet to floor.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put any portion of their bodies out the bus windows.
15. Pupils must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of emergency door will be for emergency purposes only.

BUS TRANSFER

Due to the near capacity condition of many of our buses, any variation in bus stop location must be reviewed and approved by the administration. Any requests for bus stops at babysitters, friends' homes, Scout leaders' homes, etc., must be approved by the administration prior to riding. No students will be picked up or dropped off beyond the school district boundaries.

1. Stops not on established routes will be considered if the distance does not add more than (1) mile including the distance to and from any necessary safe turn-around per trip. Available seating space will be a primary consideration for transfer.
2. All requests for bus transfers must be made in writing. Parents who are requesting their child ride a bus other than the one he/she normally would ride, need to have a note written and signed by the parents stating the request. That note should be shared with the teacher, signed by the principal. That same note should then be handed to the bus driver the day of riding.
3. Permission can be granted only if there is room on the bus. It is strongly advised parents plan well in advance.

CHAPERONE GUIDELINES

Parents who are asked to chaperone a field trip should follow these guidelines:

1. All chaperones are required to ride the bus.
2. Chaperoning elementary school children is a demanding job. Therefore, parents are not allowed to bring preschool age children with them on the trip.
3. Chaperones need to act in a reasonable manner and enforce usual school behavior.
4. Chaperones should use their best judgment when dealing with problems until the teacher can be notified.
5. Report any discipline problems or accidents to a teacher in charge immediately.
6. And above all, use common sense and enjoy the children and the trip.
7. Board policy prohibits the "use of tobacco products on school grounds, on school buses, and at any school-related event."

COMPUTER USE IN THE SCHOOL

Computer use at McComb is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software, and reserves the right to inspect, copy, and or delete all files stored on school owned computers. All students and parents must sign a Computer Network Agreement Form before any student will be allowed to use the school network or access the Internet. The teacher in charge or the network administrator will give students specific guidelines on using the computers. Students who fail to observe these guidelines may lose their privileges and suffer other disciplinary consequences.

CONDUCT CODE

As all citizens realize, a school cannot operate effectively without reasonable rules and responsible students. It is firmly believed that it is the student's responsibility to exercise self-discipline and accept responsibility for his/her actions. However, this ideal is not always realized.

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground or the cafeteria include warnings, parent conferences, detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. suspension, emergency removal, and/or expulsion). Violations of bus rules may result in denial of riding privileges.

Parents are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavior problem involving your child, your help and assistance will be requested in resolving the matter. As parents, your support is always appreciated. By working together we can ensure a successful school year for your child.

GUIDANCE AND COUNSELING

McComb Elementary is served by a guidance counselor. The counselor works with students in small group and classroom settings to promote positive social interaction, good work habits, healthful attitudes, etc.

Individual counseling is available to students when requested by students, parents, and/or teachers. Parent conferences can also be arranged by calling the guidance office at McComb Elementary.

The school counseling department in an effort on the part of the school to help students help themselves so that they can make wise decisions in planning and carrying out educational plans, adjusting to personal problems, and getting along in everyday life.

We feel that all faculty members, to some degree, are part of the guidance program and help to carry out its goals. The counselor realizes that each individual is unique. Counseling provides an opportunity for them to talk over their concerns with the counselor. The nature of their conversation is held in strict confidence.

McComb Elementary School does not discriminate against any student on the basis of sex, race or ability.

Curriculum, counseling practices, testing, treatment of students and all extracurricular activities are available to students on a non-prejudicial basis. All instances of potential discrimination should be reported to the counselor, principal or superintendent.

One of the services provided by the School Counseling Department is the counseling service. This includes both individual counseling and small group counseling. Class presentation will also be a part of the guidance program.

Teachers, parents, principal may refer students to the School Counselor. The School Counseling Department working in the services listed above will attempt to make each and every student's career at McComb Elementary more satisfying, more enjoyable, and more productive.

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.

DISMISSAL

Rules for Walkers

1. All Elementary Student Walkers will exit at Door #2.
2. Children who walk should walk down the sidewalk and go directly home. Remember safety rules.
3. Children who ride bikes should walk down the sidewalk to get their bikes and go directly home. Remember safety rules.
4. All other students should walk to driveway and wait with teacher on the east side of the white crossing line to get away from the doorway.
5. Parents must walk to this spot to pick up children.
6. Students **are not** permitted to walk to any vehicle no matter where they are parked without a parent or guardian.
7. If changes are made in how the student is being transported, please call the office by 2:00 pm or notification may not reach the teacher or student.

Rules for Pick-up

Students who will be picked up by car will be dismissed from Door #6. Cars should enter at Panther Parkway proceed to Door #6. The teachers on duty will bring students to the cars.

BICYCLES

Students riding bicycles must respect the right of those walking. Pupils riding bicycles to school should dismount on the play areas and walk/push their bikes to the parking rack. Bikes are not to be ridden on school grounds. All bicycles must be parked in the racks provided. Locks are recommended. The school is not responsible for the security of bicycles. Pupils who do not follow these safety procedures will be denied the privilege of riding their bikes to school.

DRESS CODE/PUPIL GROOMING AND APPEARANCE

Under Section 3313.20 O.R.C, the McComb Board of Education is responsible for the establishment of reasonable rules and regulations as are necessary for governing students. Parents are primarily responsible for sending pupils to school clean, neat, and appropriately dressed for a school experience that ensures the health, welfare, and safety of all members of the student body and enhances the positive image of our students, staff, and school. Any form of dress or grooming that attracts undue attention, is derogatory toward any group of individuals, or that disrupts the educational process is unacceptable.

The following styles or manners of dress that are prohibited include, but are not limited to:

- Clothing which advertises drugs, tobacco, suggestive themes, or alcoholic beverages
- Walking shorts, dresses, and skirts if they do not pass normally accepted standards of decency and/or appropriateness for weather conditions (generally- these should reach the mid-thigh).
- Nylon/spandex running or bicycle shorts, and cutoffs

- Midriffs, halter or tube tops, spaghetti straps, tank tops, muscle shirts, and mesh shirts without t-shirts underneath are prohibited.
- Hats of any kind (including hoods), bandanas, visors, and all other head coverings
- Sunglasses
- Any chain that has the potential of causing harm or distraction
- Oversized clothing, which is excessive or compromises the safety of the students, is not permitted. Garments must be worn at a reasonable height on the hips so as not to expose undergarments. No “Droopers” permitted.
- Flip flops or footwear without heels or heel straps. Due to the many steps within our building, these pose tremendous danger.
- Jeans may be worn with a hole/rip at the knee or lower. If the hole/rip is above the knee, no skin or underwear may be visible.

If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire as permitted by ORC 3313.665. The principal’s decision about dress code issues is final.

Principals, in conjunction with other administrators and teachers, are responsible for enforcing the dress code. Students who wear inappropriate clothing may be asked to do one of the following depending on the clothing in question:

1. If it is an inappropriate shirt, turn it in-side out or be given an alternate shirt to wear. If this is not possible, parent/guardian will be contacted to bring another appropriate shirt to change into.
2. For other inappropriate clothing, contact parent to bring a change of clothing.

ELECTRONIC DEVICES

*This includes cell phones, smart watches, cameras, iPads, iPods and other electronic devices.

There is no educational purpose to possess a cell phone during the school day. The entire school building is a RED ZONE (no devices allowed). Students cannot use these items at any time between 7:50 AM-2:50 PM. These devices cannot be seen, heard, turned on, or in ears in the school between 7:50 AM-2:50 PM, and if brought to school, should be kept in their lockers/backpacks during the entire school day. Keep in mind that taking pictures, video, or recording in any fashion is only permitted if consent from others has been obtained in advance.

Since laptops are issued to students, this further reduces the need for students to have access to other electronic devices. Research indicates the negative effects that electronic devices are having on students’ attention and thus academic achievement.

Consequences:

Offense #1: The device will be confiscated. A parent must pick up the device in the elementary office the same day before 3:30 PM.

Offense #2: The device will be confiscated. A parent must pick up the device in the elementary office on Friday of the week that the device was confiscated. The student will receive a ½ - hour detention.

Offense #3+: The device will be confiscated. The student will receive an in-school suspension for the 3rd offense, or out-of-school suspension at the discretion of the principal.

Any student who fails to comply with a staff member’s directive such as, “Give me your phone” will receive the additional consequence of an In-School Suspension immediately.

If a student has their device confiscated and held in the office, that student may not bring or use a different phone/device during the time the 1st phone is held for parent pick-up. Any student seen using a phone/device in this situation will be subject to the next progression of phone consequences. Stated more

simply, no electronic devices other than school issued ones are permitted until the student gets back the one that was taken.

A student who may be called to the office in question of disobeying a school policy cannot use their device at that time. A student who is sent to the office by a staff member or is potentially in question will turn off their phone and give it to the principal or secretary immediately. Their device may be returned after an investigation is completed.

EMERGENCY MEDICAL FORM

At the beginning of the school year, each parent is asked to complete an emergency medical form. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change.

FEES

School fees are due at the beginning of each semester (Aug/Jan) or may be paid for the entire year. Please do not combine payment for school fees and school lunches in the same check. Contact the school office for the schedule of fees. Make checks payable to McComb Local Schools.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent, a current emergency medical form on file in the office, and a payment of at least one-quarter for each nine weeks. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.
- C. Students who violate rules may lose the privilege to go on field trips.
- D. Unless medically documented, all students must ride the bus.

FIRE, SAFETY AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires. The state required safety drill will be conducted prior to December 1st. Practice will continue throughout the year. Students are instructed in proper procedure by their teacher.

FRIDAY SCHOOL

Students breaking the McComb Discipline Policy may be required to attend Friday School. The purpose of Friday School is to avoid the consequences of an Out of School suspension. Students required to attend Friday School will be notified in writing by the principal. Parents/guardians will also receive written notice via mail. Friday School may be assigned for both major and repeated minor infractions.

GRADES

McComb Local Schools has a standard grading procedures, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GENERAL SCHOOL RULES

1. Students will enter the building in an orderly fashion and go directly to their rooms.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking. Quiet is expected in the building so as not to disturb students learning in other classes.
4. Students will obey directions given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from any threatening, teasing, name-calling, harassing, putting down, etc. of fellow students.
6. Students will refrain from touching other students in any manner which bothers, frightens or hurts them.
7. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play-fight", etc.
8. Students will conduct themselves in a manner that removal from a class will not be necessary.
9. Profanity and/or abusive language are prohibited.
10. NO gum is allowed in school or on school grounds.
11. NO toys, novelties, electronic games, athletic equipment, rollerblades, skateboards, etc. are to be brought from home to school.

12. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.
13. Cell phones and electronic devices are not to be seen or heard during school hours.

HAZING, DATING VIOLENCE, AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Dating violence is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student. Bullying is prohibited at school and on the bus.

Permission, consent or assumption of risk by an individual subjected to hazing, dating violence, and/or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, dating violence, and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, dating violence, and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, dating violence, and/or bullying. If hazing, dating violence, and/or bullying or planned hazing, dating violence, and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, dating violence, and/or bullying activities immediately. All hazing, dating violence, and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

Parents or guardians of any student involved in a prohibited incident shall be notified and, to the extent permitted by the "Family Educational Rights and Privacy Act of 1974" (FERPA), have access to any written reports

pertaining to the prohibited incident. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of bullying and post the report on the District's website.

Students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law. No one shall retaliate against any employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing, dating violence, and/or bullying of an individual.

HARASSMENT

McComb Elementary believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment or bullying may take different forms, including but not limited to following:

Sexual Harassment

- A. **Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)
- B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or third parties.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

Gender/Ethnic/Religious/Disability/Height/Weight/Illness Harassment

- A. **Verbal:**
 - 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person associated with the District, or third parties.
 - 2. Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.
- B. **Nonverbal:**
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.
- C. **Physical:**
Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties.

Any student who believes that he/she is the victim or any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. The principal shall communicate the identity of these staff members to students at the beginning of each school year.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believe to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If an investigation reveals that any harassment complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

HOMEWORK REQUEST

Parents are encouraged to request homework when students have been absent because of illnesses. Please call the elementary office at 293-3286 early in the morning so that the teachers have ample time to gather and prepare assignments.

HOMEWORK

Homework is designed to provide practice and to expand the student's academic skills. While parents may assist with homework, the teachers expect that homework be written and accomplished by the student to maximize learning.

Make-up work will be given on the return of the student to school. The teacher will inform the child when the work is due; it is the responsibility of the parent and child to see that make-up assignments are completed and returned.

ILLNESS IN SCHOOL

If a student does not feel well during the school day, he/she may be sent to the office for a short time to see if the situation improves. However, if the child has a temperature and/or the illness seems to justify more extensive treatment, the parents or guardian are called by the office to come to school and pick up the student.

MEDICATION

Any student needing to take medication during the school day must bring the medication to the principal's office immediately upon arrival to school. A permission note from a parent should also accompany the medication. Under no circumstance should a student keep medication in their possession or lockers, including over-the-counter medication according to Ohio Law 9.54.1 The medication must be in the original container with the student's name, name of medication, purpose, time to be administered, and dosage. It is the student's responsibility to go to the office to take the medication under the supervision of school personnel.

No student is allowed to provide or sell any type of over-the-counter medication to another student. No staff member will dispense non-prescribed over-the-counter medication to any student.

Students shall be permitted to carry and use, as necessary, an asthma inhaler/other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted the proper documentation to the office of the principal.

LUNCHESES

PARENTS ARE RESPONSIBLE FOR PROVIDING EITHER A PACKED LUNCH OR LUNCH MONEY DAILY. If students forget lunch money or a packed lunch, parents will be called. Please bring these items to the office. Parents can sign up for Payschools through the school website to monitor and pay online.

Students will be permitted two charges for their lunch. After two charges, the child will receive a sandwich and drink. Students who pre pay by the week are asked to bring their money to school on Mondays. Monies will be

collected by the cashier early Monday morning for prepay. Checks should be made payable to McComb Local School.

Applications for free/reduced lunches may be obtained from the school administrative offices. Free or reduced lunches are available to those who qualify under federal guidelines. When a child is on free lunches and packs, he/she does not receive free milk, however he/she may have milk if it is paid for. Monthly menus in the Reader are mailed to every family for their convenience.

We would appreciate parents providing lunch money in some type of container, envelope, or purse appropriately marked with the child's name, grade and teacher name.

CAFETERIA RULES

1. Students will enter and leave the cafeteria in a quiet, orderly fashion.
2. Students will sit at their assigned tables and remain seated throughout the entire lunch period until dismissed.
3. Students must raise their hand if they need help from a monitor.
4. Students may talk in normal conversational tones. Students are not permitted to talk across to other students seated at other tables or make loud noises.
5. Students are expected to use proper manners when eating.
6. Students are expected to eat their own lunches and not trade or give away food.
7. Students are not allowed to throw food or to touch another student's food.
8. Students are expected to keep tables and floor free of litter.
9. Students are expected to follow directions and be respectful of monitors.

MEDICATION

Students who must take **prescribed** medicines during the school day must have written parental permission and doctor's authorization to do so. Medication will be maintained and dispensed from the elementary office. Only medication prescribed by a physician will be administered during school hours. When sending the child's prescribed medication to school we need the child's name, dosage, time of dosage and Doctor's name on the original container in which they were dispensed by the prescribing physician or licensed pharmacist.

Parents should with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. Over the counter medication should **NOT** be sent to school. i.e.: cough drops, aspirin.

The principal's designee will:

- inform appropriate school personnel of the medication;
- keep a record of the administration of medication;
- keep medication in a locked cabinet, and;
- return unused medication to the parent only.

The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

- The school district retains the discretion to reject requests for administration of medicine.
- A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

RECESS AND PLAYGROUND RULES

In addition to the regular "common sense" rules of fair play among groups of children, students are not permitted to use skateboards, hardballs, or throw snow/stones at any time while at school. Tackle football or other rough games are not permitted. Fighting and profanity are prohibited. Students are expected to follow the directions and be respectful of noon hour monitors.

OUTSIDE RECESS

The need for exercise and playtime is very important to a growing child's development. All children will participate in outdoor recess unless excused by the family doctor. The temperature will be the major factor to determine whether recess is outdoors or indoors. Normally, outside recess will occur when the temperature (wind chill) is 15 degrees and above. The general conditions of the weather will be considered to determine if the children shall stay indoors for recess, each building principal will use their discretion as the final determining factor. Please dress your child properly for all weather conditions. Boots, scarf, hat, and mittens or gloves are a necessity during the cold weather. Your child will be outside whenever possible.

PLAYING AT SCHOOL AFTER DISMISSAL

Pupils are instructed to leave the building and school grounds immediately after school is dismissed. Once a pupil steps off school property, the school's responsibility for your child ends. Students may return to play on the playgrounds after school hours with parental permission. Children should be instructed to respect the building and grounds and the rights of others who may also be playing on the school grounds. Supervision of children is not provided by school personnel on the playground after school hours.

PROGRESS REPORTS

Progress reports are sent home each mid nine weeks. These are used to share concerns with parents when students may be having difficulty, have dropped one or more letter grade(s), work habits decline, failure to turn in homework, etc. Teachers are also encouraged to send positive messages home as well.

RETENTION

At the end of the first semester teachers will submit retention considerations. At this point the teacher must have at least two parent conferences prior to the final decision in May. One conference is to be attended by the principal. A decision on retention will be made at a conference in May with the principal, teacher and parent present.

The criteria for retention will be based on **Lights' Retention Scale:**

This scale is to be used as an aid in deciding whether or not a student should be retained. Interpretation of each area and the total score is found in the *Light Retention Scale Manual*. This Scale is a counseling tool and should not be considered a psychometric instrument.

SCHOOL TIMES

Elementary classes begin at 7:50 a.m. Students should arrive after 7:35 a.m. Supervision begins at 7:35 a.m.

DISMISSAL

Car pick up is dismissed at 2:47 pm. Bus riders and walkers are dismissed at 2:50 pm. Students should leave school premises. There is no supervision after the busses leave.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

TEACHER REQUESTS

Teacher requests must go through the elementary office. Requests must be received prior to **April 15th**. A request for a teacher does not guarantee your child will have that teacher, due to numbers and other considerations it may not be possible. McComb Elementary does the best job possible to assign your child to a classroom that will be a rewarding experience. When it comes to siblings or twins it is the policy of the elementary that we do not put them in the same classroom.

TITLE I NOTIFICATION

The NEW Ohio Parent Information and Resource Center statewide phone number is 1-866-253-1829 (toll free)
The Ohio PIRC goals are (1) to help parents understand the state's "No Child Left Behind" accountability system and opportunities available for supplemental educational services and public school choice with an emphasis on outreach to parents (2) to help schools connect "No Child Left Behind" with Parent/Family Engagement Programs, Expanded Learning Opportunities/Supplemental Educational Services, Early Childhood Education Programs, and Urban League Education Programs and (3) to help link parent information and resource services state-wide.

Ohio PIRC Strive to:

- Empower parents so they will become more involved in the educational lives of their children
- Strengthen partnerships between parents, schools, and communities
- Link services to parents, educators, and organizations serving families throughout Ohio

How Is This Accomplished?

- Parent "Info-Line"
- Parent as Teachers Program
- Parents in Public Policy
- Early Family Literacy Programs
- Families Accessing Community Services
- Parent Outreach Program
- Making the Connection: NCLB

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

VISITORS TO THE SCHOOLS

For the protection of students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. Loitering and trespassing laws will be enforced. If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.

STUDENT CONDUCT POLICY

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property when a student is going to or from school premises for instruction or to or from a school-sponsored activity if the misconduct occurs within one-quarter mile of the school premises or the location of the school-sponsored activity and also occurs within fifteen minutes of the time the student was scheduled to arrive at or left the school premises or the location of the school-sponsored activity. These rules also apply off school property, without regard to time or distance, if the misconduct directly and predictably interferes with the ability of another student to participate in the educational process. Whether and when to apply these rules under such circumstances will be evaluated case-by-case by the appropriate school personnel.

Violation by a student of any one (1) or more of these may result in disciplinary action, including In-School Suspension, detention, out of school suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution.

1. **Disruption of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. **Threatening or Bullying** - A student shall not threaten or bully teachers, students, or other persons.
5. **Assault and/or Fighting** - A student shall not cause physical injury or behave in such a manner, which could threaten to cause physical injury to school staff, other students, or other persons, while under the

jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no fighting policy.

6. **Dangerous Activities, Weapons, and Instruments** - A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school-sponsored activities. A student shall not possess, handle, transmit, or conceal any object that might be considered a weapon or instrument of violence. Examples of such instruments are included in, but not limited to, the following: lighters, guns, knives, smoke bombs, any dangerous ordinance or explosive, martial arts instruments, and fireworks.
7. **Tobacco** - A student shall not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-alike products, such as mint snuff, are included within the prohibitions of this rule. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs** - A student shall not possess, sell, transmit, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities. A student shall not use, possess, distribute, sell, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property.
A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
 - b. Any substance that is represented as a controlled substance.
 - c. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance.
9. **Theft** - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
10. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written or verbal expressions, or by means of gestures.
11. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
12. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. **Dress and Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. Clothing or accessories that display inappropriate language/graphics representing drugs, alcohol, tobacco, sex, or gang identifiers.
 - b. Hats or coats during the school day.
 - c. Spiked bracelets or necklaces or long linked chains as decorative apparel.
 - d. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
14. **Sexual Harassment** - A student shall not display unwelcome sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
15. **Repeated Violations of Directions, Policies, Rules, Etc.** - A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel during any period of time when the student is under the authority of any such school personnel.

16. **Public Display of Affection** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
17. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
18. **Extortion** - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.
19. **Ethnic Slur and/or Intimidation** - in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement, and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats, and would be punishable under one or more sections of the Code of Conduct.

DUE PROCESS

(SUSPENSIONS, EXPULSIONS, AND REMOVALS)

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. With respect to the suspension of any student from any particular extracurricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may suspend a student from a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed, the student may not attend school or extracurricular activities, and class work may be made up for credit or partial credit at the discretion of the appropriate principal. Suspensions and expulsions are considered unexcused absences.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

INFECTIOUS AND/OR CONTAGIOUS DISEASE POLICY

The purpose of this policy is basically to address issues which arise when either a student or an employee is determined to be infected with Acquired Immune Deficiency Syndrome (AIDS). This policy can also be applied to other infectious and/or contagious diseases contracted by a student or an employee.

The Board of Education recognizes that AIDS is currently a significant medical and social problem. The Board desires to protect the rights of individual students and employees who may be infected with AIDS as well as protecting non-infected students, staff and the public.

Current medical information indicates that casual person-to-person contact as would occur among school children and staff, poses no risk in the transmission of AIDS. With the above information and public concern in mind, the following policy is established.

Students and employees who have been determined to have AIDS will be allowed to attend school or continue employment on a regular basis provided:

1. The patient's physician recommends that the health status of the student or employee is such as to allow participation in regular activities.
2. The patient does not have open sores or skin eruptions that cannot be covered.
3. In the case of a student, the child behaves acceptably, i.e. does not bite other individuals or exhibit other violent behavior.

The individual evaluation of each case should be done with the following people involved; school official, the patient's private physician, the parents (in case of student) and the public health officials. The main problem areas are younger children and neurological handicapped children who lack control of their bodily secretions and/or exhibit violent behavior. Decisions to exclude such students should be made after a careful evaluation of the risk by the above personnel.

The results of above evaluations are confidential and will be treated as such for students and employees. Only those personnel who are required to have information will be informed regarding any such case. In the case of a student, the superintendent, building principal, school nurse and the student's teachers should be informed of the student's physical condition. In the case of an employee, the superintendent, building principal, and the employee's immediate supervisor should be informed of the employee's physical condition.

The final decision regarding future school attendance of a student or employment of an employee will be made by the superintendent and may be: unconditional, conditional or home instruction for a student; unconditional, conditional, sick leave or leave of absence for the employee.

The board also directs the administration to develop a program for educating students and staff and the public regarding AIDS. Information from the National Center for Disease Control, the Ohio Department of Health and the Ohio Department of Education will be utilized. One of the basic purposes of the educational program will be to dispel fears based on erroneous information or lack of information.

HEAD LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parent the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

If head lice is found in a student's hair, parents will be called to come get the student from school and to administer treatment to the hair. Directions will be given to parents of what needs to be done before students may return to school. Students will be excluded from school until the hair is free of nits. **Parents must bring the student to the office with written clearance from a physician's office or any medical facility. You may also telephone the Hancock County Health Department at 424-7869 or the Wood County Health Department at 352-8402 to try and set up an appointment to have your child checked.** The student would then be permitted back in school.

SCABIES

If a student is suspected of having scabies, parents must take the child to the doctor for diagnosis. A doctor's note needs to be sent with the student before they will be admitted to the classroom.

PINK EYE

If a student is suspected of having pink eye, parents must take the child to the doctor for diagnosis. A doctor's note needs to be sent with the student before they will be admitted to the classroom.

IDENTIFICATION OF PERSONAL ARTICLES

PLEASE label coats, jackets, sweaters, hats, gloves, gym shoes, books, musical instruments, lunch boxes, etc. Lost items should be brought to the principal's office and will be returned to the students if proper identification can be established. A lost and found area is maintained outside the elementary

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

RECORDS

Cumulative records (sometimes called permanent records) are kept in the school office for each pupil enrolled in kindergarten through grade six (6). Information such as the student's academic progress, health record, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act state that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen (18) years of age. This act also states that the parents must be granted the right to view these records if they so desire. A qualified representative will assist the parent or guardian to help interpret the records.