

Ayer Handbook

AYER ELEMENTARY HANDBOOK AND STUDENT CODE OF CONDUCT

IMPORTANT! KEEP THIS DOCUMENT IN A SAFE PLACE FOR YOUR REFERENCE.

AYER ELEMENTARY SCHOOL HOURS

Grades 1 through 6..... 9:10 a.m. - 3:40 p.m.

AM Kindergarten..... 9:10 a.m. - 11:55 a.m.

PM Kindergarten..... 12:55 p.m. - 3:40 p.m.

Children should arrive no earlier than 8:55 a.m.

DISTRICT EMERGENCY PLAN When there is a possibility that snow, ice, or other weather conditions could affect the safety of our student transportation system, the media will be notified by 5:45 a.m. The message is usually broadcast by 6:15 a.m. However, not all stations report at the same time or give frequent updates, so you may wish to keep track of more than one media school closing report.

The media will announce one of the following pertaining to “**Forest Hills Schools**”:

λ One-Hour Delay: Buses run routes one hour later. If you hear a one-hour delay, you should continue to monitor your radio since changing conditions could warrant a later announcement of closing schools.

λ Schools Closed: No transportation service provided. No classes in session.

λ Early Dismissal: Midday snowstorms or hazardous conditions create different problems, however early dismissals are seldom used. If an early dismissal were to be implemented, there would be the possibility of children being dropped off at home with no one there to let them in. ***PLEASE BE SURE TO DISCUSS THIS WITH YOUR CHILDREN.***

If weather conditions in the afternoon are such that parents wish to go to the school and pick up their children early, they may do so. The principal will release the children to parents, and the absence will be excused. If schools are open and parents do not want to send their children to school due to weather conditions, the absence will be treated as excused and the work missed may be made up. This option is always available to parents.

Parents are urged to register on cNotify, the district communication system, for current updates about closings. Also, please listen to the radio or watch TV for announcements concerning changes in school time or bus schedules. **Please do not call the school or transportation office for this information.**

Local television stations, Channels 5, 9 and 12 broadcast school closings.

Radio stations which broadcast school closings include:

WLWA.....550 AM WLW..... 700 AM WUBE..... 1230 AM

WSAI.....1360 AM WCIN..... 1480 AM WCKY..... 1530 AM

WGUC..... 90.9 FM WVXU..... 91.7 FM WWNK..... 94.1 FM

WOFX..... 94.9 FM WRRM..... 98.5 FM WIZF.....100.9 FM

WKRQ.....101.9 FM WEBN..... 102.7 FM WGRR..... 103.5 FM

WUBE..... 105.1 FM

EARLY ARRIVAL Children should NOT be dropped off at school by parents before 8:55 a.m. unless they are participating in a school-sponsored activity. We do not provide supervision for students that arrive before school starts except for those in planned school activities.

EARLY DISMISSAL If you arrive before dismissal time (3:40 p.m.) and you wish to have your child dismissed early, you must report to the office and sign your child out.

Children are asked to ride the bus to and from school. We are attempting to provide the safest possible procedures for your child.

MORNING DROP OFF STUDENTS may be dropped off between 8:55am and 9:00am .

-- Enter the main parking lot at the first entrance (the entrance closest to

Forest Rd.).

-- Proceed all the way through the parking lot until you come to the handicapped parking sign by the second entrance.

-- Let your child (ren) out of the car by the sidewalk closest to the parking lot and the front of the building. Children should exit from the passenger side.

-- Turn **left** to leave the school grounds.

Under NO Circumstances should cars enter the circle near the buses.

Students are asked to ride the bus to and from school. We are attempting to provide the safest procedures for the children.

(map here)

PICK UP BY PARENTS AT DISMISSAL TIME When you arrive at dismissal time for the purpose of driving your child home from school, you should follow our pick up procedure:

-- Enter the main parking lot at the first entrance (the entrance closest to Forest Rd.).

-- Proceed to the far end of the parking lot (closest to the playground).

-- Wait for your child in your car at that spot.

-- All children being driven home will be dismissed at the first bus call at 3:38 p.m.

-- Teachers will supervise children leaving and entering the parking lot.

-- Children will not be permitted to enter the parking lot from the front of the building unless they are with an adult who has met them in the building.

If you are late in arriving at school, your child will be waiting by the front door after the last bus is gone. **Under NO Circumstances should cars enter the circle near the buses at dismissal.**

Your cooperation and patience will be greatly appreciated.

Please remember that for the safety of the children, only three cars will be loaded at a time. Parents must wait in their cars and in the car line to pick up their children. Teachers will dismiss children to the cars.

PARKING When picking up children, please park your car in the parking area. **DO NOT park in the circle. This is a fire lane and the bus loading area.** Cars parked in this area may be ticketed by the Hamilton County Sheriff's Dept.

TRANSPORTATION Transportation is furnished according to the time schedule. Children are to ride their respective buses at their scheduled school time. **ONLY IN CASE OF AN EMERGENCY WILL A CHILD BE PERMITTED TO RIDE A DIFFERENT BUS.** Children are not permitted to ride buses for the purpose of social visiting with friends or for community activities. Children should go directly to their own homes. Children in grades K and 1 should have a note from their parents if they will be picked up in the afternoon instead of riding the bus home .

WALKERS/BIKE RIDERS All students are expected to ride the bus home unless there is a note from a parent giving permission for their child to walk home or ride a bike. The only exception is for children living on Brownsboro Place . A limited amount of students will be permitted to ride bikes.

ABSENCE FROM SCHOOL If your child is ill and cannot attend school, please call the attendance line (588-6211) or e-mail the school (ayerout@foresthills.edu) as early as possible to report the absence. **You must call or e-mail by 9:30 a.m. or you will receive a phone call from the school office.** A written explanation should be sent with your child when returning to school after an absence.

CAMP KERN Camp Kern is an outdoor education program in which the fifth graders participate. Every spring, the children spend two nights and three days at the camp near Lebanon , Ohio .

CELL PHONES & BEEPERS / PAGERS Students are not permitted to carry cell phones or beepers/pagers while attending school. These devices may disrupt class and can permit children to communicate with undesirable persons.

CHANGE OF ADDRESS OR WITHDRAWAL It's very important to notify the school office of any change of address or phone number in case of illness or accident while at school. It is also important to notify the school office when a child is withdrawing from the district. A permission slip for record transfer must be signed by a parent.

CNOTIFY Parents are encouraged to register on cNotify, the district communication system, for current updates about school closings and other

important district information.

DRESS AND GROOMING Students are expected to appear at school in reasonable, neat, safe, appropriate attire and footwear for the academic environment. The atmosphere at (insert school) should be conducive to teaching and learning. Students' appearance should be such that it does not disrupt or detract from the learning environment, nor should it impede the safety of any student.

Students should wear clothing that is appropriate for the weather, and footwear should provide adequate protection. Flip flops are inappropriate and unsafe for the school setting. Clothing or accessories that advertise illegal and inappropriate products for minors are prohibited. Immodest clothing should not be worn. As an example in the upper grades, short shorts or skirts, bare midriffs and spaghetti strap tops and pants below the waistline exposing the undergarment are inappropriate as is hair color that is not of a natural shade.

Special functions may result in allowing hats, sunglasses or other items to be worn at specific and scheduled times; otherwise, they should not be worn in school. Special dress rules may be outlined for those attending extra-curricular activities, field trips etc.

Building administrator(s) will make decisions regarding inappropriate, disruptive or distracting appearance. He/she may notify parents and/or require a change or clothing.

EMERGENCY EVACUATION If it is ever necessary to evacuate the school building because of a catastrophe, all students will be bused to Summit Elementary. It is imperative that parents be aware of this and not attempt to come to Ayer. If parents ignore this request, two things will occur: emergency personnel will be hindered in the performance of their duties and panic among the children may occur. Summit Elementary is located at 8400 Northport Drive : 474-2270.

FOOD SERVICE The price for student lunches is \$1.50. Milk purchased separately is 40 cents. Parents and friends are welcome to eat in the school lunchroom at any time. Cost is \$1.85, plus beverage.

- Lunches may be pre-paid by the week or month.
- Checks should be made payable to *Ayer Elementary*.
- The child's name and grade should be on the front of the check.
- Have the check in the cafeteria (not the office) by 10 a.m.
- Children may only purchase full lunches with pre-payments.

Two or more children can prepay with one check, but please specify the number of lunches per child. No refunds can be made once the lunches

have been rung on the register. Children who have prepaid should give their names to the person at the register as they go through the line. This helps the lunch line to move more quickly.

HOMEWORK Homework is an integral part of the educational program for students of the district, providing opportunities for students to review what they have studied in school, to extend their knowledge beyond the classroom, to practice working independently and to organize their own study time. Typically, the amount of home work required of students at the primary level would be less than that required at succeeding grade levels. The time that should be needed to complete home work assignments would vary according to the maturity and ability of the student to work alone.

Suggested home work time for various grade levels:

Kindergarten & 1st Grade: as requested through teacher correspondence

2nd & 3rd Grade: 15-30 minutes /day;

4th & 5th Grade: 30-45 minutes /day;

6th Grade: 45-60 minutes / day

If your child is experiencing difficulty with home work or spending more time than is suggested in our guidelines, you will need to contact the teacher and make an appointment to address the issue.

HOMEWORK LAB A home work lab will be offered to help students in grades 4-6 to complete their assignments and be prepared for class the next day. The lab will also provide an environment for children to study for upcoming tests. The lab will be staffed by a teacher, and there will be a monthly fee charged to parents for this service. Please contact the school counselor if you are interested in this program.

LATCHKEY Our before and after school latchkey program is operated at Ayer by the local YMCA. If you are interested in this program, call the Lyons YMCA at 474-1400.

PARENT-TEACHER CONFERENCES Conferences will be held 2 days in November and in March for parents, students and teachers. Since this is the primary form of reporting pupil progress, it is urged that all parents make a special effort to attend. Teachers will be communicating with parents any special concerns at various other times throughout the year. We urge parents with questions about their child's progress to call the school and talk directly to the teacher.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS School personnel may not dispense any medication unless there is an authorized medication form on file that is signed by a parent and a physician for both prescription and non-prescription drugs. Students are not to carry medication with them while at school. All medication must be kept in the health center. We do not keep any medication on hand such as aspirin. If a student goes to the nurse

complaining of a headache, we call the parent/guardian to see if they want to bring any medication to the school.

While this procedure may not always be convenient for all concerned, we hope that every parent realizes that our goal is to protect each student from receiving medication that has not been authorized by his/her parent. Under our drug policy, a student can be suspended if he or she gives to another student a prescription or non-prescription drug, or just brings it to school. This includes aspirin, Tylenol, No-Doz or hard drugs. If a student is taking drugs without the proper medication form on file or is giving drugs away to other students, a severe consequence may result, including suspension or even expulsion. If you have any questions about your son or daughter taking medication in school, please call 474-3811.

POLICY ON MEDICATION As stated above, only medication prescribed by a physician will be given at school. Please discuss with your doctor the need for taking medication during school hours. If the doctor feels that a dosage is needed at school, the following rules must be followed to insure your child's safety and the safety of other children:

- 1) A medication permission form must be signed by the parent for an acute illness; an authorization and release form must be signed by both parent and physician.
- 2) Medication must be in a properly labeled container with name of student, medication, dosage and time to be given.
- 3) A parent must deliver medication to school and submit to school personnel a revised statement signed by the prescribing physician if any of the information provided by the physician changes.
- 4) We cannot be responsible for missed doses, and we will not give medication unless the above regulations are followed.

SCHOOL VISITATION We encourage parents to visit our classes when it is done purposefully and after consulting the teacher involved. **All visitors** must check in through the school office before visiting the class area. Parents are asked not to interrupt teachers. If there is an emergency, the office will handle it.

SECURITY Visitors must report directly to the office. Parents and all visitors are required to wear name tags when in the school building. Nametags may be obtained from the secretary.

SPECIAL SERVICES AYER offers the following extra services for students:

Guidance Counselor, Speech Therapist, Reading Specialists, Health Aide, Teachers of Children with Disabilities, Teachers of Extended Learning Program, Psychologist. If you believe your child would benefit from any of the above services, please feel free to contact the school office.

VACATIONS Students may be excused from school to accompany their

parents on vacation or unusual travel opportunities that take place during the school year. In the event that teachers and families are unable to develop a mutually satisfactory arrangement, the following guidelines will be used. Students are required to ask teachers for assignments at least three (3) days prior to the absence. Work assigned prior to vacation/travel opportunity must be turned in on the first day the student returns to school. Any school work not assigned before the student leaves for vacation must be made up within three (3) days after returning to school. Tests given during a student's absence and/or tests over assignments completed during the vacation will be taken after the teacher reviews the student's work, but are not required to be taken the first day the student returns from school.

WEDNESDAY FOLDERS Teachers will send communications home every Wednesday in a folder/envelope. Please check the contents and then sign and return the folder on Thursday.

STUDENT CONDUCT ON SCHOOL BUSES

The Forest Hills School District Board of Education is committed to ensuring the safe and efficient operation of its school buses. Students riding district school buses may have such bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the student code of conduct, or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the student code of conduct and bus riding regulations while he/she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the bus driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the superintendent or administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the superintendent or administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student shall be notified of the suspension and the reasons therefore within one day of the suspension. Students are subject to emergency removal from a school bus.

This policy will be posted in a centralized location in each school building and will be provided to the students and parents upon request.

STUDENT CODE OF CONDUCT Article III Student Conduct 8-22 p

The administration will make every effort to make sure students and parents are familiar with the student code of conduct. Copies of the student code of conduct will be posted in a central location in each school building.

Additional copies will be available to students and their parents upon request.

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The Forest Hills School District authorizes Assistant Principals and Principals to suspend students. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; and (4) the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and parents/guardians and the student and parents/guardians will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents/guardians may appeal any decision of the Forest Hills Local School District administration to suspend a student from school to the superintendent or the superintendent's designee. A student or his parents/guardians may appeal an expulsion from school to the board of education or its designee. A student or parent/guardian must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent/guardian may further appeal an expulsion, suspension Hamilton County Court of Common Pleas.

It is the policy of the Forest Hills Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the board of education, the superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

This Code of Conduct is adopted by the Board of Education of the Forest Hills Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in the accompanying regulations is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Conduct applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Forest Hills Local

School District schools.

Alternative Educational Services

It is the premise of the Forest Hills School District that removal from school and cessation of the educational process is not in the best interest of the individual student. In instances determined by school district administration, placement in an alternative educational setting may be offered to the student and his/her family in lieu of out of school suspension and expulsion, if such services are available. Specific conditions and requirements may accompany the placement in an alternative setting. Any requirements mandated as part of the consequences must be fulfilled by the student and his/her family or the original penalty (suspension and or expulsion) will be imposed. If a student is placed in alternative educational setting, credit will be given for completed home work and coursework during this placement. By accepting the offer of alternative services, the student and his/her family waives any right to appeal the suspension/expulsion.

Legal Reference: Ohio Revised Code, 3313.66. Suspension, expulsion and removal from premises. Ohio Revised Code, 3313.661. Suspension and expulsion code; posting.

Adopted by Board: May 16, 1988 **Revised:** Jan. 25, 1993 ; Jun. 21, 1993 ; Nov. 18, 1996 ; May 21, 2001 ; Jun. 28, 2004

STUDENT CODE OF CONDUCT Article III Student Conduct 8-22 R

The types of conduct prohibited by this Code of Regulations are as follows:

General Provisions:

1. Willfully aiding another person to violate school regulations.
2. Violation of any board rule, regulation, or policy.
3. Repeated violations of the student code of conduct and/or any other board rule, regulation, or policy.
4. Violating computer and/or on-line student privileges policy.

Damage to or Theft of Public or Private Property:

5. Theft or possession of stolen goods.
6. Damage or destruction of private property on school premises or in areas controlled by the school.
7. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Disruption or Potential Disruption of the Educational Program for Self or Others:

8. Truancy.
9. Tardiness.
10. Improper or suggestive dress.
11. Cheating or plagiarizing.
12. Continuously and/or intentionally creating a noise or acting in any manner that interferes with a teacher's ability to conduct class.
13. Demonstrations by individuals or groups causing disruption to the school program.

Threat to the Health, Safety, or Well-Being of Self and/or Others:

14. Upon initial arrival, leaving school property without permission.
15. Leaving school premises during school hours without permission of the proper school authority.
16. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
17. Presence on school property with a communicable disease.
18. Disobedience of driving regulations while on school premises.
19. Cursing.
20. Cellular telephones (including but not limited to camera phones), beepers, pagers, or any other related electronic communication devices are not to be turned on or visible during the school day. If a teacher or administrator observes any electronic communication device during the school day, it may be confiscated. Electronic devices with the capacity to take pictures raise concerns about individual privacy. No pictures are to be taken anywhere in the school building or on school property without administrative/teacher authorization.

to the Health, Safety, or Well-Being of Self and/or Others, continued

21. Possession of an electronic laser pointing device or electronic light emitting device without expressed written permission of administration.
22. Failure to abide by reasonable dress and appearance codes set

forth in student handbooks or established by administration or the board of education. This includes the prohibition of all clothing, jewelry, signs, etc., which, at the discretion of the administration is reasonably related to or represents gang or gang-like activity.:

23. Possession of matches or lighters or other similar devices.

24. Buying, selling, transferring, using, or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

25. Use of indecent or obscene language in oral or written form.

26. Publication of obscene, pornographic, or libelous material.

27. Fighting.

28. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary, and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance, or other reason is prohibited. (Also see Policy 8-21.05 Violent, Disruptive, or Inappropriate Behavior Not to be tolerated)

29. Hazing (to persecute, harass, or humiliate another student and/or employee).

30. Harassment of school personnel or other students during school and/or non-school hours.

31. Assault on a school employee, student, or other person.

32. Extortion of a student or school personnel.

33. Arson or other improper use of fire.

34. Buying, selling, transferring, using, possessing, or being under the influence of any alcoholic beverage or intoxicant of any kind.

35. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

36. Buying, selling, transferring, using, possessing, or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a

legitimate health or other reason for the use of such substances.

37. Buying, selling, transferring using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).

38. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).

39. Possession or use of dangerous weapons or ordnance or objects, which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if

improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

40. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the board of education.

41. Carrying concealed weapons.

42. Indecent exposure.

43. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

44. Turning in false fire, tornado, bomb, disaster, or other alarms.

45. Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.

Threat to the Health, Safety, or Well-Being of Self and/or Others,

continued:

46. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

47. Aggravated assault.

48. Felonious assault.

49. Involuntary manslaughter.

50. Voluntary manslaughter.
51. Murder.
52. Aggravated murder.
53. Gross sexual imposition.
54. Felonious sexual penetration.
55. Rape.
56. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
57. Placing of signs and slogans on school property without the permission of the proper school authority.
58. Distribution on school premises of pamphlets, leaflets, petitions, buttons, insignia, etc., without the permission of the proper school authority.
59. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
60. Skipping detention.
61. Disrespect to a teacher or other school authority.
62. Refusing to take detention or other properly administered discipline.
63. Any disruption or interference with school activities.
64. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.
65. Chronic misbehavior, which disrupts or interferes with any school activity.
66. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension, or removal.
67. Failure to abide by rules and regulations set forth by administration for student parking.
68. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

69. Gambling.

70. Forgery of school or school-related documents.

Approved by Board: May 18, 1988

Revised: May 21, 1990 ; Nov. 18, 1991 ; May 17, 1993 ; Nov. 18, 1996 ; Jul. 21, 1997 ; Jun. 15, 1998 ; May 17, 1999 ; Apr. 23, 2001 ; May 21, 2001 ; Jun. 28, 2004 ; June 16, 2006

----- **CUT HERE** -----

Please return this slip to your child's teacher by September 15, 2006 .

We have read the Ayer handbook and the student code of conduct.

Student Signature:

Parent Signature:
