Welcome to Oakwood City Elementary Schools!

This handbook is being provided to the students and parents of Harman School and Smith School as a reference guide concerning the operation of the school. Please feel free to contact the office at any time concerning questions you may have. The staff or building principal will be happy to discuss your child's progress with you. We are looking forward to another exciting year.

Oakwood City School District Administration

Dr. Kyle Ramey, Superintendent
Mrs. Allyson Couch, Director of Educational Services
Dr. Kimbe Lange,
Director of Curriculum, Instruction, and Assessment
Mr. Kevin Philo, Treasurer

Web address: www.oakwood.k12.oh.us
Oakwood Board Office 297-5332

EDWIN D. SMITH ELEMENTARY SCHOOL

"We pride ourselves on our history, but plan for the future. We strive to produce intellectual, creative, and respectful members of our community."

Edwin D. Smith Elementary School 297-5335
Edwin D. Smith Absence Reporting System 297-5346
Edwin D. Smith Fax 297-1841

HARMAN SCHOOL

"Harman School, in co-operation with home and community, fosters an atmosphere that: values our democratic heritage, cultivates skills and strategies for self discovery, intellectual growth, and life-long learning; and enables students to meet the challenge of a diverse and changing world."

Harman Elementary School 297-5338
Harman Absence Reporting System…….424-2201
Harman Fax 297-1514

Lange School 299-8730
Oakwood Junior High School 297-5328
Oakwood High School 297-5325
Athletic Office 297-5342
Prevention/Intervention Counselor – Joan Bline,.....297-5325
District Nurse – Mary Barnett ……..297-5325

School Counselor – Teresa Harris

There is no supervision of students prior to 8:20 a.m. The schools request that students do not arrive before 8:20 a.m. Students arriving after 8:30 a.m. and 12:45 p.m. at the elementaries will be marked as tardy.

Attendance Procedures

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Although the compulsory attendance laws of Ohio and State Board of Education regulations on attendance require rigorous enforcement by the school administration and faculty, of far greater significance to the student should be the fact that his attendance record is frequently instrumental in determining his future.

Regularity in attendance and punctuality are recognized attributes of the "work ethic" and prospective employers are generally as interested in a student's attendance record and pattern of absence as they are in his academic and social accomplishments. Many personnel officers make the assumption that if a student is absent or tardy excessively from school, then he will not be the most dependable employee. Habits established now will have an impact upon attendance patterns later!

Absenteeism also affects a student's ability to function at an optimum level. Some work that is missed in the classroom cannot be adequately made up. Sometimes absenteeism can have a major impact on the final grade a student receives for a given subject.

Attendance Personnel

The Attendance Officer and the Principal are responsible for attendance matters and conduct follow-up work regarding all attendance discrepancies, including class cuts, truancies, and excessive tardiness. The building administrative assistant maintains attendance records and assists with attendance matters and contacting parents/guardians.

Reporting and Monitoring Student Absences – ***Smith School Absence Reporting System: 297-5346 or Harman School Absence Line: 424-2201***

- It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.
- The parent/guardian should phone the student's school building before the beginning of the school day and before the start of the afternoon session each day the student is absent.
- A student who accumulates five absences, excused or unexcused, will receive a letter stating the number of absences and explaining the truancy laws, guidelines and consequences.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any excused absences below, is sufficient to excuse the student's absence. **After the student's eighth (8th) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
  - If within two (2) school days after returning to school following an

absence, written documentation has not been received, the absence will be "unexcused."

- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office on the day of the student's absence. After that date, the student must submit a written parent note within two (2) days to excuse the absence.

Excused Absences

- Personal illness
- Illness in the family
- Death of a relative
- Medical or dental appointment
- Observance of religious holiday
- Trips on which the student is accompanied by his/her parent(s) and about which advanced written notice has been given to the school
- An emergency or situation, which in the judgment of the administration constitutes a good and sufficient case.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent/guardian phone call. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

Application of these general guidelines may be waived by school officials where circumstances indicate that its application does not serve the student's best interest.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as "Excused Absences."

Unexcused Absences and Truancy

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

Tardy to School

Five (5) tardies equals one day absence.

Consequences

Excessive Tardiness – This policy renews itself at the beginning of each grading period.

1st and 2nd Offense – No penalty
3rd, 4th, 5th Offense – One detention each

The building principal may assign alternative forms of discipline to match the intended consequence for tardiness and truancy, including referral to Montgomery County Juvenile Court.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic or habitual truants. "Contributing" charges may be filed against the parent(s)/guardian(s).

Chronic Truancy (Delinquency)	=	7 consecutive unexcused absences 10 unexcused absences in four (4) weeks 15 unexcused absences in a school year.
Habitual Truancy (Unruly)	=	5 consecutive unexcused absences 7 unexcused absences in four (4) weeks 12 unexcused absences in a school year

Student Vacations During the School Year

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building administrator in advance. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only excuse a student's absence for a vacation when the principal has been informed in advance and the student will be in the company of his/her own parent or other family relatives, or if there are extenuating circumstances deemed appropriate by the principal.

If the principal does not excuse the absence, the student's absence will be considered unexcused and subject to truancy regulations.

If the absence is excused, the student may be given approximate assignments and materials and pages to be completed, based upon applicable due dates (per student handbook).

Appointments During the School Day

Parents who wish to check students out of class for medical, dental or professional appointments must do so through the office. Please do not go directly to the classroom. The parent must sign the book in the office with the time of departure and/or arrival. It is also helpful if a note is sent to the teacher or office **prior** to the early dismissal.

Attendance and After-school Activities

Students in all activities are required to be present at least one-half of any day in which they will be performing or participating in an event after school hours. Half day is defined as 8:15 – 11:15 or 11:15 – 3:15. If students know they will be out longer than a half day, approval is needed from the principal. Exceptions to this rule require advance administrative approval.

Make-up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments due to unexcused absences or tardies.

However, if a student is absent when an assignment is due for which the student had prior knowledge, and for which the reason for the absence would not preclude completing it, the assignment is due on the day the student returns to school.

Policy for Collecting Make-up Work

If your child is out three or more days sick, work can be collected for pick up by contacting teachers via email or contacting the Harman or Smith Office. If your child is out less than three days we ask that they do what they can by checking the teacher websites.

ADULT CROSSING GUARDS

There is also an adult crossing guard assigned to assist students across the intersections of Far Hills before school, during the lunch period and after school.

ASSEMBLIES/SHARING PROGRAMS

An important Oakwood tradition is student participation in school-wide assemblies/sharing programs. Students at all grade levels are included as performers in a variety of assemblies and appropriate behavior of audience members is stressed. Each school will develop and schedule their respective programs. Please check newsletters for times and dates.

Adults attending need to realize that seating is limited. We ask our adult audiences to be role models for our student audience.

BICYCLES/SCOOTERS

Students in **grades 3-6** are permitted to ride bicycles/scooters. Riding on the school grounds is not permitted from 8:00 a.m. to 3:30 p.m. The bicycles are to be parked in the bike racks or on the bike apron. To prevent theft, the school strongly urges students to keep all bikes locked during the day. Failure to operate bikes/scooters in a safe and appropriate manner may result in a loss of riding privileges. Students are also to walk their bikes across the crosswalks.

CHILD ABUSE

School employees are required by law to report any suspected evidence of child abuse or neglect to the Oakwood Safety Department and Montgomery County Children's Services. The school will also cooperate with the local law enforcement officials.

CLASS PLACEMENTS

Class assignments are made with consideration to balancing each section in terms of academic ability, sex, individual needs, personality conflicts, learning styles, etc. Staff members review class lists. The final placement is the responsibility of the principal. **Specific requests for class placement are not accepted**.

CONFERENCES

Parent-Teacher Conferences are scheduled with all parents in the fall. Parents sign up for the fall conference at the Open House in Fall. If any additional conferences are desired by either parents or teachers, please arrange a mutually convenient time. Walk-in conferences are discouraged.

DAILY SCHEDULE/LANGE SCHOOL SHUTTLE

Morning Session

8:20 a.m. - Doors open for students to enter building
8:30 a.m. - 11:40 a.m. (Grades 1-6)
11:40 – 12:40 – Lunch/Recess

Afternoon Session

12:40 p.m. - Doors open for students to enter building
12:45 p.m. - 3:10 p.m. (Grades 1-6)

After school building hours: The building will remain open until 3:30 p.m. Students finding it necessary to return to the school must do so before the building closes at 3:30 p.m. If returning to the building before that time, students **must** check in with the principal or secretary.

Lange School Shuttle

Shuttle leaves elementaries	**8:30**
Shuttle arrives at elementaries	**3:00**

DISCIPLINE

Parents are encouraged to support the teacher and reinforce the classroom rules and procedures. Additional information is located in the Student Code of Conduct that begins on page 15.

DRESS CODE

Students are expected to come to school clean, well groomed and dressed appropriately. We recognize that proper attire fosters positive behavior and proper demeanor.

Clothing and accessories should not be distracting nor disruptive and should not present a danger to the student's health or safety. The school does not permit halter-tops, bare midriffs or any top, which does not appropriately cover the upper torso. Extremely short skirts or shorts are also prohibited. Any attire with inappropriate pictures or words and/or reference or promote the use of alcohol, controlled substances, tobacco or drugs is prohibited. Clothing should not disrespect nor discriminate against ethnic, cultural, gender, sexual or religious differences. Hats and other head coverings are not permitted (except for religious reasons) in the building.

Safe and appropriate footwear is highly encouraged at all times. Shoes must be worn at all times in the classrooms and hallways. Flip flops are discouraged due to safety concerns at recess and on the playground. Students may not participate in physical education class wearing sandals, boots or hard soled shoes. Shoes for physical education class must be soft soled.

DRILLS

Fire Alarms: At the sound of the fire alarm, students are to leave the building by following directions of the staff. Students must leave quietly and stay in their own group even when outside the building. Everyone will return at the appropriate signal. Fire drills are held monthly.

Tornado Drills: At the sound of the tornado alarm, students are to go to the designated area of the building as directed by the staff. Teachers will stay with their own group of students until the "ALL CLEAR" signal is given. Drills will be held in March, April, and June.
In the event of a Tornado Warning issued by the National Weather Service in effect at dismissal times at 11:40 a.m. or 3:10 p.m., students will be held in the building until the warning expires unless released to the parents.

Lock Down/Safety Drills: Are conducted three times a year in cooperation with the Oakwood Safety Department.

EARLY ARRIVAL AT SCHOOL

Students may enter the building at the 8:20 a.m. bell. The tardy bell rings at 8:30 a.m. Students are encouraged to arrive on the school grounds no earlier than 8:20 a.m. **The school has no provision for supervision before 8:20 a.m.**

ELECTRONIC DEVICES

All electronic devices, including cell phones, that are brought to school must be kept in the backpack and turned off at all times, unless under the direction of a staff member as part of a lesson or assignment.

EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS

In the event of bad weather or other emergencies that may cause a school closing, delay, or early dismissal, the Oakwood City Schools will communicate with parents and students through the local media. **Please listen to the local radio/TV stations and do not call the school.** You will be called for emergency closings, delays, and early dismissal through our One Call Now system.

Arrangements for students must be made in advance by parents in case of early dismissal. PLEASE make arrangements for your child to go to a relative or neighbor's home if you will not be at home. Students may not be able to use the phones in some emergencies and parents may not be able to reach the school because of busy or damaged phone lines.

FAMILY TRIPS SCHEDULED DURING THE SCHOOL YEAR

Families are expected to maintain the integrity of the school calendar. However, the school does understand in special circumstances trips may be necessary during the year. It is the position of the school that assigned homework does not replace the personal instruction of the classroom teacher or the interaction that occurs among students and staff during the normal school day. Students who are absent from school for a trip or family vacation shall be responsible for making up selected assignments as designated by the classroom teacher(s). An appropriate number of days equal to the days taken for the trip will be allotted for the make-up work. Students failing to accomplish the assigned work within the allotted time will be graded accordingly. In general, teachers will not be asked to prepare assignments in advance of the trip. Students/parents should confirm all required assignments immediately upon their return.

FIELD TRIPS

Parents will be asked to sign a "Field Trip Permission Form" for every field trip taken by the class. Teachers will make every attempt to make sure this form is sent home at least one week prior to the field trip. Without written permission, students will not be permitted to leave school. There may be a charge for field trip activities and for certain events the school must pay in advance. District arranged transportation will be

provided for students in grades 1-3. Parents may transport students in grades 4-6 who meet the booster seat guidelines. If your child cannot attend on the day of the trip, the school cannot refund the fee. Parent chaperones on field trips will be provided with guidelines.

FOOD ALLERGY GUIDELINES

Oakwood City Schools has developed food allergy guidelines to address the safety, health and well-being of all our students who have food allergies. If your child has a food allergy, please notify the school so that we can work together to develop a plan that accommodates his/her needs throughout the school. Written documentation from your licensed healthcare provider with instructions and medications using a Medication Administration Form and Food Allergy Action Plan as a guide is required.

If you have any questions or concerns, please contact the school nurse in your child's building.

GIFTED IDENTIFICATION AND SERVICES

The Oakwood Board of Education has adopted a policy, in accordance with Ohio Revised Code 3324.01-3324.07 and Ohio Administrative Code, for identifying children who are gifted. The state mandates that all students have the opportunity to be assessed for possible "giftedness" based on the state's specific definition of giftedness, which follows:

- Children who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified in the areas of superior cognitive domain, specific academic domain (math, science, social studies, reading/writing), creative thinking domain, and/or visual/performing arts domain (visual arts, music, dance, drama).

The district uses an approach of assessment and identification to identify students who perform, or show potential for performing, at high levels of accomplishment in these domains. To be identified as "gifted" a student must achieve the requisite cutoff score on an assessment instrument authorized by the Ohio Department of Education (ODE), which sets cutoff scores. Children may participate in either whole-grade assessment or referral-based assessment. Whole-grade level assessment occurs at grades 2, 4, and 6 in Oakwood City School District. For referral-based assessment, children may be referred for possible gifted identification on an ongoing basis based upon child request (self-referral), teacher recommendation, parent/guardian request, child referral of peer, or other referral. Referral forms are available in the school offices, Gifted Intervention Specialists' offices, and counselors' offices.

While the State of Ohio requires that students have the opportunity to be assessed for giftedness, it does not require districts to provide services for students who are identified as gifted. Through local tax dollars, Oakwood employs three (3) Gifted Intervention Specialists (GIS) who assist teachers at Lange, Harman, Smith, and the Junior/Senior High Schools in working with students identified as gifted.

Differentiated instruction in the classroom is the linchpin of the program. Differentiated instruction requires modifying process, content, or product according to student need, readiness, and interest, and it is often performed in consultation with the Gifted Intervention Specialist. Our instructional program at all levels continues to evolve in order to meet the needs of our learners, and annually revised gifted services matrices are available from the Gifted Intervention Specialists.

At the elementary level, students identified as gifted will experience an enriched curriculum through a variety of ways such as differentiated instruction in the regular classroom, cluster grouping, seminars orientated around specific units of study, and other appropriate plans-of-action established by instructional

teams. Some students identified as gifted will receive additional levels of gifted intervention based on Oakwood's Gifted Education Policy.

GUIDANCE AND COUNSELING SERVICES

Professional school counselors are certified/licensed professionals with a masters' degree or higher in school counseling and are uniquely qualified to address the developmental needs of all students. Professional school counselors deliver a comprehensive School Counseling program encouraging all students' academic, career and personal/social development and help all students in maximizing student achievement.

The Oakwood Elementary School counselors each serve one building E.D. Smith and Harman, and support Lange School as needed. The counselors primarily deliver short-term solution focused services. If longer-term counseling services are needed, the counselor can assist families with making referrals.

Counseling: Includes individual, small group, classroom guidance, and career education. Consultations with parents, staff and community providers are common on matters related to academic success, personal, social, and emotional issues. The counselor regularly serves on the buildings' Intervention Assistance Teams.

Confidentiality: The relationship between the student and counselor is a confidential one. The student client is entitled to privacy about personal matters. However, there are limits to confidentiality, which include situations where there is risk of danger. If there is suspicion that the student could harm him or herself, is in danger of being abused or neglected, or could be of risk to others, the counselor is legally and ethically bound to report this to the proper adults to investigate and take protective action if warranted. Because many of our students are minors, parents or legal guardians are entitled to general information about the nature of the problem and counseling interventions. Since many of the concerns brought to counseling by a student relate to situations where teacher or caring adults in the child's life need to be involved in making changes to benefit the student, permission to involve these adults is frequently requested and received. For more information, please refer to the FERPA section on page 15.

To request service: Appointments can be requested by writing a note, calling, emailing or stopping by the counseling office. Students may self refer. Often referrals are made by teachers, parents, principals, or occasionally, even concerned friends. The counselors go to Lange by appointment.

HEALTH SERVICES

The district employs a certified school nurse and two full time clinic registered nurses to provide school nursing services. Each building has a nurse full time, if your child has a chronic health condition that could affect his/her attendance or a medical condition that will require a nurse's care during the school day please contact the nurse at your child's school. No medication can be given at school without a medication administration form completed by a licensed health care provider and parent.

Illness/Injury During School Hours

When a student becomes ill or sustains an injury during school hours, the nurse will give care and treatment that is appropriate for the child. If emergency care is deemed necessary for the student, school personnel will attempt to contact parent/guardian or any of the people listed on the student contact and information form. It is absolutely essential that parents/guardians make sure arrangements are made and communicated to the school in the event a student is unable to remain at school due to illness or injury. If unable to contact them, Oakwood City Schools may make whatever arrangements necessary in an emergency at no expense to the school district.

Guidelines

COUGH: Cough can be a symptom of many illnesses. Call your child's doctor if your child coughs often during the night, also has a fever, or has been coughing for several weeks.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater he/she should remain home. Keep your child home until his/her fever has been gone, WITHOUT medicine, for 24 hours. Remember, fever is a symptom of an illness.

PINK EYE: Redness of the eye with burning or itching, tearing or discharge coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic medication prescribed by the doctor. *If your child has seasonal allergies, he/she may at times have reddened eyes and can attend school.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for 24 hours. Please do not send your child to school if your child vomits or has diarrhea during the night.

Communicable Disease

The Oakwood City Schools has a role in the control of communicable disease. Following local and state guidelines, students who show signs & symptoms of the following communicable diseases will be excluded from school and will be readmitted to school after 24 hours of appropriate treatment and doctors note:

Conjunctivitis (pink eye)
Impetigo
Pediculosis (Head Lice)-free from live lice
Ringworm
Scabies
Strep Throat

Screenings

The Ohio Department of Health (ODH) is given the authority by the Ohio Revised Code to set the screening requirements for school children. ODH sets the requirements for what grades are routinely screened each year, what equipment is acceptable to use, what specific hearing and vision tests are needed to perform the screenings and the referral criteria. Oakwood City Schools Health Services staff has the responsibility in following the guidelines provided by the state.

A written notice will be mailed to the parent or legal guardian regarding any problem detected during the health screening. The suspected problem will be identified and a referral/recommendation will be made for a follow- up professional exam. While health screening is valuable, it is not a substitute for professional care.

Vision screening: Preschool, kindergarten, first, third, fifth, seventh and ninth grades

Hearing screening: Preschool, kindergarten, first, third, fifth and ninth grades

**All students new to the school district will have their vision and hearing screened.

HOME SCHOOL COMMUNICATION

It is essential that good communication be established between the home and the school. To share general announcements, policies, and procedures, the school relies heavily on written communication. In addition to newsletters and teacher websites, there will be periodic flyers, memos, and announcements. Communication of a personal nature is addressed by conferences, telephone contacts, emails, and written notes. The best times to contact teachers are between the hours of 8:00 a.m. to 8:20 a.m. and 3:15 p.m. to 3:30 p.m. Individual e-mail addresses for all staff members are located on the Oakwood web site at www.oakwood.k12.oh.us. Parents wishing to have a personal conference with a teacher are asked to contact the office, e-mail, or send a note to the teacher requesting a conference. We ask that parents please respect teachers' personal time.

HOMEWORK

Homework is assigned to students to reinforce the skills taught in the classroom at each grade level. The assignments may include asking the child to practice or demonstrate what has been introduced at school with the parent. It may also include assigned material previously presented at school or the completion of projects and reports. Even if the students have no assigned homework, it may help the student to simply practice school related material, such as math facts or reading to the parent. Homework is an important part of the instructional program in the Oakwood City Schools. Students choosing not to do homework may fall behind in their academic program.

Students who are absent are expected to make up class work assigned by the teacher(s). Homework may be picked up in the office after the second day of absence if requested by the parent. In general, teachers will not be asked to prepare assignments in advance of the trip. Students/parents should confirm all required assignments immediately upon their return.

INTERNET

Before students can access the Internet, parental permission forms must be on file with the classroom teachers. Please refer to the “Student Network and Internet Acceptable Use and Safety Policy” on page 24. Please sign and return the “Student User Agreement” on page 25.

INTRA-DISTRICT OPEN ENROLLMENT

Oakwood students are encouraged to attend the building in which they reside. Oakwood students who live outside an elementary’s attendance area may be considered for enrollment in that elementary provided specific criteria are met. Contact the building principal for information about the application process.

LOCKERS/DESKS

If a student is issued a locker, students are responsible for the **upkeep and security of the locker** and for providing their own locks. All lockers remain the property of the Oakwood Schools. The school reserves the right to inspect lockers and desks for reasonable cause. Locking all lockers, hallway and PE lockers, is strongly encouraged.

LOST AND FOUND

Each year **many** articles are lost and unclaimed by our students. A "Lost and Found" box is maintained in both schools. Students are encouraged to check the box for lost items. Parents are also welcome to look in the "Lost and Found." Parents are encouraged to put the students' names on all items.

LUNCHROOM AND NOON HOUR PROCEDURES

The cafeteria provides a hot lunch daily for students who wish to eat at school. The regular lunch costs $2.75, extra milk is $0.50, and snacks range from $0.75-$1.00. Students buying lunch may choose the regular menu item, a peanut butter sandwich or a turkey and cheese on wheat sandwich. Students may also bring their lunches from home. Students who bring their lunches may purchase milk and snacks. **Carbonated beverages or beverages in glass bottles are not permitted in the cafeteria.**

The school will take a lunch count each morning by 8:40 a.m. Only those students who are included in the count or those who bring their lunches may stay for the noon period. All other students are expected to go home for lunch. Parents are requested to review lunch plans with their children, remembering that the options are: a) eating at school if a lunch is ordered or carried in from home, or b) going home as planned. The school requires written notice from the parents if their children are going elsewhere at noon. Without this written permission students will be subject to disciplinary action. Harman students in grades 4-6 are permitted to go to Ashley's Bakery with parent permission.

The system will use a student PIN (personal identification number), which will remain the same throughout his or her school years. Each student will have his or her "own" account regardless of free, reduced, or paid status. The system will not allow students to charge more than three lunches. The students will put in their PIN to activate their accounts when coming through the lunch line, and the amount of the sale will automatically be deducted from their account. In the event of an emergency, the school does allow students to charge their lunches- up to three. Students owing three lunch charges will be given the option to contact a parent for a lunch or be served a PB&J sandwich and milk.

A peanut/nut-free table is available to accommodate students who have severe food allergies.

Students who go home for lunch on days when recess will be outside are not to return to school until after 12:10 p.m. Playground supervision will not be provided until that time. On days when the students remain inside the building because of bad weather, students who go home for lunch are not to return to school until 12:40 p.m.

MEDICATION ADMINISTRATION

The school nurse, principal or principal's designee may administer medication during school hours. When possible, it is recommended that medication be given outside school hours. If any medication (prescription or over-the-counter) must be administered during school hours, the medication must be in its original container, and a medication administration form must be completed by a licensed health care provider AND the parent/guardian. The medication administration form must contain the following information:

1. Current date
2. Student's full name and address
3. Name of medication and dosage
4. Reason for medication
5. Time(s) that medication is to be given
6. Date(s) that medication is to be given
7. Licensed health care providers name, address, and phone number
8. Signature of Licensed health care provider

9. Signature of Parent/Guardian and contact information

No medication (prescription or over-the-counter) will be administered without a medication administration form completed by a licensed health care provider and parent/guardian. You may obtain medication administration forms from the school nurse, building administrative assistant, or online at www.oakwoodschools.org. The parent is responsible for providing the medication in the original container, transporting the medication to school, and notifying the school of any change in the prescription. If there is a change in the prescriptions, a new medication administration form must be completed by the licensed health care provider and parent/guardian. Medication administration forms must be renewed each school year.

PARKING AND DROPPING OFF/PICKING UP STUDENTS

The areas around Harman and Smith Schools are extremely congested particularly at the beginning and ending of the school sessions. For this reason, **the school discourages the routine transportation of students by automobile**. Most students can easily walk to and from the school. However, in the event that you must transport your child to or from school on special occasions, please arrange for a drop off/pick up spot that is not directly adjacent to the school, but somewhere within a block or so from the building. We are extremely concerned about the safety and welfare of the students and ask that you also follow these guidelines:

*Have children enter and exit vehicle only from the curbside.
*Make sure children use all crosswalks when they are walking to and from your vehicle.
*Refrain from parking in the areas marked with yellow curbs, with "No Parking" signs, by traffic safety cones and in the van/bus pickup area.
*Refrain from parking, turning around, or dropping off students in private drives or alleys.
*Oakwood City Safety Department may be called for enforcement of guidelines.

Guidelines specific to Harman and Smith will be sent home at the beginning of the school year.

PARTIES AND BIRTHDAY TREATS

Periodically during the school year, the PTO Room Parents, in cooperation with the homeroom teachers, will plan and conduct simple homeroom parties. Generally these parties will take place at Halloween, prior to the Holiday break, and on Valentine's Day.

Students may provide a special **non-food** birthday treat for members of their class by contacting the classroom teacher in advance. Options may include the special donation of a popular book to the classroom or school library or a game for classroom use. Room decorations, floral or balloon bouquets, etc. are considered inappropriate.

PROMOTION/ RETENTION/ ASSIGNMENT OF STUDENTS

The promotion/retention/assignment of students in any grade level should be in the best interest of the students. The first consideration for student retention is failure to meet at least minimum levels of knowledge, skills at the present grade level, and attendance. The final decision on all student placements is the responsibility of the principal.

PTO

The involvement of all parents in our PTO meetings and other activities is encouraged. Throughout the year you will receive written communication outlining PTO events and activities. While the PTO does not encourage door-to-door fundraisers, it may coordinate special sales of a particular item by sending home information with the students. Proceeds from PTO fundraisers directly benefit the school program.

RECESS - "IN DAYS" AND "OUT DAYS"

On days when the students will remain inside the building because of bad weather, students who go home for lunch are not to return to school until 12:40. Students will be kept indoors during rainy weather or when the temperature or chill factor is 20 degrees or below. It is important that students be dressed properly for wet or cold weather.

SCHOOL FEES/TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Students will be required to pay for all lost or damaged texts. The student's name and grade should be written on the book label on the inside cover in case the book is misplaced or lost.

The Board of Education has established a student fee that helps defray some of the cost for expendable supplies and materials. The fee is as follows: **Grades K-6: $50.00**. The fee is payable within the first week of school. If you find that due to financial difficulties, you cannot pay your child's school fees, please contact the principal or the Board of Education (297-5332) to request a waiver of student fees.

SPECIAL SERVICES/ POSITIVE STUDENT SOLUTIONS TEAM

Oakwood City elementary schools offer a variety of special services for students who have special educational needs. These services include guidance counselor, English Language Learners (ELL) tutor, school psychologist, gifted intervention specialist, reading intervention teachers, resource room teacher, learning center teachers, speech therapist, and paraprofessionals for special needs students. Home tutoring services are also available for students whose illness would prevent their class attendance for an extended period of time. Contact the building principal or your child's classroom teacher for more information.

The Positive Student Solutions Team is a committee of faculty that meets to intervene on behalf of students needing assistance for academic, social, or "at-risk" issues. Students may be referred to the Positive Student Solutions Team by parents, teachers, or self-referral. Contact the building principal or your child's teacher for more information.

SPECIAL AREA TEACHERS

Special subject teachers serve Harman and Smith students at all grade levels in Art, Music, Physical Education, Media Specialist, and Spanish. Students in grade 6 may enroll in the Band and Orchestra.

STUDENT PROGRESS

A report card is issued at the end of each grading period for all students in grades one through six.

Grading scale for First, Second, Third Grade, and special areas:

O Outstanding progress: Student is maintaining a very high level of performance.
S Satisfactory progress: Student is performing assigned tasks satisfactorily.
M Minimal progress: Student is progressing slowly toward expected outcomes.
U Unsatisfactory progress: Student is making little or no progress toward expected outcomes.
NA Not applicable Grade is not applicable at this time.
Use of plus (+) or minus (-) may be used with the "S" only.

Scale for Fourth through Sixth Grades:

A Outstanding progress: Student is consistently maintaining a very high level of performance on assigned tasks.
A+ 99-100 **A 92-98** **A- 90-91**
B Good progress: Student is consistently maintaining a high level of performance on assigned tasks.
B+ 88-89 **B 82-87** **B- 80-81**
C Acceptable progress: Student is maintaining an adequate level of performance on assigned tasks.
C+ 78-79 **C 72-77** **C- 70-71**
D Minimal progress: Student is making marginal progress toward expected outcomes.
D+ 68-69 **D 62-67** **D- 60-61**
U Unsatisfactory progress: Student is making little or no progress toward expected outcomes.
59 and below
NA Grade is not applicable at this time.

Parents are also kept informed of their child's progress through Parent-Teacher Conferences in the fall, optional conferences in the spring and the on-line grading system of Progress Book for grades 4-6. Teachers will send home interim progress reports for any student in danger of failing the grading period in one or more subject areas. Teachers also use notes, phone calls, e-mails, work folders, etc. to keep parents informed of student progress. Parents wishing to discuss a student's progress should contact the teacher for a conference appointment. This can be done by writing a note to the teacher, email, or by calling the school office.

Report Cards

Students receive report cards each nine weeks with an explanation of the marking system printed on the card. The first report card will be issued to the parents at the fall conference scheduled for the end of the first nine-week period. All other grade cards will be issued the week following the end of the current grading period. The dates of the grading periods are included in the Calendar of Events. Final grade cards will not be issued to students until all necessary fees and/or fines have been paid.

STUDENTS MOVING FROM THE DISTRICT

If you plan to move out of our attendance area, please notify the school office as soon as possible. A release of records form must be completed before records can be sent to another school district.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

SUBSTANCE ABUSE

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverages, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who engages in alcohol or drug abuse and will facilitate the process by which s/he can receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SUBSTANCE ABUSE

First Offense:

1. Parent(s)/legal guardian will be notified immediately and the student will be removed from school for the remainder of the day.
2. The police may be notified of the incident and the school clinic and/or emergency medical services contacted if necessary.
3. Consultation with parent(s)/legal guardian and the student emphasizing available services for referral will be conducted.
4. The student intervention assistance team will be notified.
5. The student will be suspended from school for ten (10) days.
6. The student will be suspended for five (5) days if the student has initiated within such five (5) day period, an assessment by a trained chemical dependency counselor approved by the school and agrees to follow the recommendation of the assessment. All cost or expense incurred as a result of assessment and/or recommendations will be covered by parent(s)/legal guardian. A written copy from the evaluator will be requested by school officials including findings and recommendations for the student
7. If the student fails to follow the recommendations of the assessment, the remaining five (5) days of suspension will be reinstated in accordance with Ohio Revised Code.

Second and Subsequent Offense:
Parent(s)/legal guardian will be notified, and the student will be removed from school for the remainder of the day.

1. The police may be notified of the incident and the school clinic and/or emergency medical services contacted if necessary.
2. Consultation with parent(s)/legal guardian and the student, emphasizing available counseling/treatment will be conducted.
3. The student intervention assistance team will be notified.
4. The student shall be suspended for ten (10) days and may be recommended for expulsion for up to 80 school days.
5. Student, parent(s)/legal guardian will have a readmission conference.
6. Applicable penalties listed in the Extracurricular Activities Student Code of Conduct will be enforced.

Selling and distributing any quantities or possessing any bulk amount (as defined by Ohio Revised Code 2925.37) of intoxicants, illegal drugs, controlled substance, or counterfeit controlled substance:

1. Parents will be notified and the student shall be removed from school for the remainder of the day.
2. The police will be notified of the incident.
3. Consultation with parent(s)/legal guardian and the student emphasizing available services for referral, will be conducted.
4. The student intervention assistance team will be notified and the intervention procedure initiated.
5. The student will be suspended for ten (10) days from school and recommended for expulsion for up to 80 school days.
6. A readmission conference will be required.
7. The student may be considered for permanent exclusion from school.

SUPERVISION OF STUDENTS

The school is directly responsible for supervision of students only while they are on school property and between the hours of 8:20 a.m. and 3:10 p.m. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school when possible. However, misbehavior that occurs off the school property is a police matter.

TELEPHONE

Office and classroom phone use is limited to emergency calls and only with the permission of a staff member. We ask that students take care of personal matters before or after school in order to reduce the use of the office and classroom telephones during school hours.

TESTING

Group testing is conducted in grades 2-6. The Iowa Test of Basic Skills is administered in grades 2, 4, and 6. The Cognitive Abilities 2, 4, and 6. The Ohio State Assessments are administered in grades 3-6. Individual testing is sometimes recommended after students have been referred to our Positive Student Solutions Team.

VISITORS TO THE BUILDING

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or obtaining a pass shall be escorted to the office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Unfortunately, we are not able to extend an invitation to other children to spend the day attending classes with our students.

VOLUNTEERS

Harman and Smith use many volunteers each week. There are opportunities to assist in the school library, the cafeteria, and other special times during the school year. The use of volunteers is coordinated through the PTO. A volunteer training session is required. Volunteers who work regularly with students, and those who work with students in an unsupervised area will be required to provide fingerprints. This can be done at the Board office and at no cost to volunteers.

If you have an interest in volunteering, please call the office or send a note. We will put you in contact with the appropriate person. The building newsletter will also act as a means of seeking volunteers for special projects.

OAKWOOD CITY ELEMENTARY SCHOOLS
STUDENT CODE OF CONDUCT

Students at Harman Elementary and Edwin D. Smith Elementary School are expected to conduct themselves in a manner reflecting the basic belief in the worth and dignity of all people. Any behavior that could be expected to result in harm to oneself or to another person, in destruction of property, in disruption of school activities, or is in conflict with this basic belief is prohibited.

EXPECTED BEHAVIORS

Students are expected to (1) act courteously to adults and fellow students; (2) be prompt to school and attentive in class; (3) work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; (4) complete assigned tasks on time and as directed; (5) help maintain a school environment that is safe, friendly, and productive; (6) act at all times in a manner that reflects pride in self, family, and in the school.

RESPECT FOR OTHERS AND THEIR PROPERTY

The rights of others should be respected at all times. During recess, lunchtime, and during special assemblies and programs courtesy should be extended to those performing as well as to the audience. Students are expected to demonstrate respect for school property, including the building and grounds, desks, equipment, textbooks and other materials. Students abusing, damaging, or taking school property will be held responsible. The same must be said for the property of other students. Students are not to touch or disturb the property of others unless granted permission by the owner.

CLASSROOM DISCIPLINE PLAN

Each teacher or team of teachers will develop a classroom discipline plan. The plan will contain class rules with both negative and positive consequences. Rules and expectations for student behavior will be discussed in detail with the students. The written code will be displayed in the room.

SCHOOL RULES

1. While under the jurisdiction of the school, any behavior that could ultimately result in harm to one's self or another; damage of property, or damage to the property of another is prohibited.
2. Tobacco, narcotics, unauthorized medications, counterfeit controlled substances, alcohol beverages, e-cigarettes, and other mood-changing substances are prohibited on school property.
3. Students may not use, possess, transmit, buy, sell, or be under the influence of any mood-altering chemical, nor possess any drug paraphernalia while under the jurisdiction of the school, including any activity, function, or event, whether on or off campus. Students may not attend classes, be on school property, or participate in a school activity, function, or event, whether on or off campus, if that day they have consumed, ingested, or used alcohol or any other mood-altering chemical.
4. Students may not possess articles, e.g. guns, knives (including Swiss Army type), chains, explosives, fireworks, etc., which would clearly have an adverse effect on the welfare of the school.
5. Cellular phones are permitted in the building, however they must be kept out of sight and turned off during the school day so as not to interfere with the educational process.
6. Bomb threats or similar kinds of threats are forbidden and will be treated as most serious violations of school rules.
7. All forms of cheating are forbidden. This includes, but is not limited to, plagiarism, copying or downloading information without crediting the source, copying from another person or any circumstance in which academic credit is obtained dishonestly. No credit will be given for an assignment for which a student is found to have violated this rule. In addition, other academic and/or disciplinary penalties may be imposed.
8. No student may cause another to be intimidated, bullied, pestered, or harassed. No student shall use racial slurs.
9. No student may through force, suggestion, threat, or stealing take items of value including money from another person.
10. Rough or boisterous activities such as running, wrestling, and playing tag are prohibited while in the building. Throwing objects, including snowballs or ice balls, on, onto, or from the school grounds is prohibited unless specific permission is granted for a restricted area under controlled conditions.
11. Students may be prohibited from possessing items which, although normally considered harmless, may be distracting to the operation of the school or a class. (Examples: gum, candy, squirt guns, noisemakers, skateboards, roller blades)
12. Disruption of any class or school activity is prohibited.
13. No student may knowingly be disrespectful to any staff, disobey the rightful authority of a school official.
14. No student may use profanities and/or obscenities.
15. Students may not bring to school any material that may be considered obscene or profane.
16. The sales of any commodity for private gain during school hours and upon school property without prior permission of the principal is prohibited.
17. The consumption of food and beverages is limited to the cafeteria except when consumption is a part of a recognized class activity.
18. There is no restriction on a student's hairstyle or manner of dress unless these present a danger to the student's health or safety, cause an interference with work, or create classroom or school disorder. (See "Dress Code.")
19. Public displays of affection are deemed inappropriate on the school premises.

20. The writing of graffiti on walls, lockers, desks, walkways, trees, and other similar school locations is prohibited.
21. Truancies from school and unauthorized absences from classes are in violation of the compulsory attendance laws.
22. During the time school is in session, a student may not leave the school premises without specific permission from the principal or designee.
23. The distribution of any non-school printed material while on the school premises without the prior permission of the principal is prohibited.
24. All school regulations shall apply to students during any school activity, function, or event, regardless of location.

DISCIPLINARY REWARDS AND ACTION

The following represent the range of responses available to school personnel in recognizing students who follow the rules and regulations and exhibit good behavior. These are not necessarily listed in order of use.

1. Verbal praise
2. Written praise
3. Student phone calls to parents to share good news
4. Administrator or teacher phone calls to parents to share good news
5. Recognition during morning announcements
6. Special privileges
7. Certificates of recognition

The following represent the range of responses available to school personnel in dealing with violations of rules and regulations. These are not necessarily listed in order of use.

1. Teacher-student counseling
2. Verbal reprimand or logical consequences
3. Supervised detention before or after school or at noon
4. Written reprimand to student
5. Loss of privileges (e.g. recess, etc.)
6. Student phones parent to explain behavior
7. Conference with parents
8. Removal from class or activity.
9. Referral to principal
10. Supervised in-school suspension from class
11. Suspension from school
12. Referral to Oakwood Safety Department
13. Referral to Montgomery County Juvenile Court
14. Expulsion from school*

(*Students and parents will be notified of their right to due process in the event of suspension or expulsion.)

DINING ROOM GUIDELINES

1. Students are expected to treat the lunchroom personnel, supervising teachers, volunteers and each other with respect.
2. Students are to enter and exit the cafeteria (when dismissed) in an orderly fashion.
3. Running, pushing and shouting are prohibited.
4. While eating, students are expected to remain seated.
5. Students are expected to leave their eating area clean and orderly.
6. Students are not permitted to play with food or handle any other student's lunch.
7. Students will be dismissed to the playground or classrooms by the supervising teacher.

8. Students should have their money ready to hand to the cafeteria personnel.
9. Bringers are to bring **only non-carbonated drinks and non-breakable containers.** Bringers may buy milk for $0 .25.
10. Snacks are for sale in the hall during the lunch hour. Students may only buy up to two snacks.

INDOOR RECESS RULES

1. Stay in classroom. Ask duty teacher to use the restrooms.
2. Use quiet games and activities. No running, crawling, climbing, chasing, or abusive behavior. No ball games. No hide and seek.
3. Put games away at the end of recess (12:40).
4. Students who go home for lunch may enter the building at 12:40.

PLAYGROUND GUIDELINES AND RULES

1. Students are expected to respect each other and follow instructions of all adult supervisors.
2. Checkout and use all equipment properly and safely.
3. Play only in designated areas.
4. Fighting, wrestling, tackling and rough horseplay are prohibited.
5. Throwing dangerous objects (hardballs, snowballs, rocks, dirt, mulch, etc.) is prohibited.
6. Students are not to leave the playground area without permission, even for balls, and may not return to the building without a Hall Pass from the supervising teacher.
7. Students are expected to line up quickly when the whistle is blown.
8. Only school equipment is to be used on the playground.
9. No food or chewing gum is permitted on the playground.
10. Only Harman/Smith students are permitted on the playground during regular school hours.
11. Students may not hang from the fence or jump from the walls.
12. General Rule: All acts of kindness and courtesy are encouraged.

Designated Quiet Areas

1. Any student may use the quiet area at any time.
2. Only quiet activities and holding conversations are permitted.

Playground Equipment Guidelines

1. Students will not hang by the knees on any of the equipment.
2. Chasing, running, and tag games are not permitted on the mulch areas.
3. Students will not grab, push, or pull others on the equipment.
4. Students will not stand or walk under students who are playing on equipment.
5. Students will use equipment as it is intended to be used.

CYBERBULLYING

"Cyberbullying" is prohibited at any time on school property or at school functions. Cyberbullying includes, but is not limited to the following: (1) posting slurs or rumors or other disparaging remarks about a student or school staff member on a website; (2) sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; (3) using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube; (4) posting misleading or fake photographs of students or staff members on websites. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

STUDENT RECORDS
CONFIDENTIALITY OF RECORDS

Parents may review the academic and official records of their children. These records have both non-classified and classified information included therein. The directory data (part of the non-classified information) includes the student's name, parent's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, attendance record, and most recent school attended. Classified information includes test results, grades, evaluations, etc. The school secretaries are responsible for the maintenance of academic records. The remaining non-classified data and all classified data remains confidential except to the student, the parent, or the staff member who has a responsibility for the educational program of that student. For the classified contents of a record to be released, the parent must sign a waiver. In the examination of records, any materials determined to be inaccurate, misleading or inappropriate shall be corrected, deleted, or a written explanation inserted by the parent. Records are first challenged to the person responsible for their maintenance, then to the principal, and then to the Superintendent of Schools.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships, telephone numbers only for inclusion in school or PTO directories or email addresses.

Directory information shall not be provided to any person or organization for profit-making purposes.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the principal. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to recruiting officers for (1) any branch of the United States Armed Forces and (2) any institutions of higher education who request such information. A secondary school student or parent may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/adult student.

The Board may disclose "directory information" regarding former students without student or parental consent.

EDUCATIONAL RECORDS

Because personal privacy is important, each year the Oakwood Schools maintain and publish policies that outline district procedures for the collection and use of student cumulative records. Federal law also governs these policies. Please call the school principal if you have any questions.

Definition

"Educational Records" include any records which contain information directly related to a student and are maintained by Oakwood City Schools or by a person acting for the Oakwood City Schools. However, "educational records" do not include: 1) records which are maintained by school personnel and which are not accessible or revealed to any other person except a substitute, or 2) records maintained in the normal course of business which relate exclusively to the student as an employee of Oakwood City Schools.

Access to Student Records

1. Student records shall be available only to students and their parents, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.
2. Parents and students may meet with a professional staff member to review the contents of the records. Requests for a records review conference must be in writing and will be scheduled within 45 days.

Release of Student Records

1. Student records may be released to officials of other schools or school systems in which the student intends to enroll, without written permission, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record.
2. No information may be furnished in any form to any other persons than listed above unless in compliance with a judicial court order or subpoena or by written parental consent specifying records to be released, the reasons for such release, and to whom. In such cases, parents and students have the right to receive a copy if desired.
3. All persons, agencies, or organizations desiring access to records shall be required to sign a written form specifically indicating the legitimate educational or other interest each has in seeking information. This form shall be kept permanently with the file of the student.
4. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

Right to Challenge

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or in violation of the student's privacy or other rights.
3. If, as a result of the hearing, the school district decides the challenged information is inaccurate, misleading, or otherwise in violation of the student's rights, the district shall amend the record and inform the parent and/or student in writing.
4. If, as a result of the hearing, the school district does not agree to an amendment of the records, parents and/or student shall have the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district's decision.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

SURVEYS

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student, (if a student is an adult, or an emancipated minor or parents), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. the student's or parents' political affiliation(s);
B. mental or psychological problems of the student or his/her family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Upon request, parents have the right to inspect a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

BOARD OF EDUCATION REQUIRED NOTICES

INSTRUCTIONAL MATERIALS

Upon request, parents have the right to inspect any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

NOTICE OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age in its program, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Oakwood Schools' Civil Rights Compliance Officer is the Director of Educational Services, (937) 297-5332.

BOARD OF EDUCATION POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverages, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who engages in alcohol or drug abuse and will facilitate the process by which s/he can receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

BOARD OF EDUCATION POLICY ON PROHIBITION AGAINST HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, or bullying behavior by any student in the Oakwood City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying in accordance with R.C. 3313.666 means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any such school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Complaint Procedure

The School District will take action against anyone who harasses, intimidates, or bullies another. Any parent, student, staff, or community member may report suspected harassment, intimidation, or bullying. Verbal reports made to any staff member will be forwarded to the supervising administrator and recorded. Written reports will be submitted to the supervising administrator and investigated. Building administrators and the Superintendent are responsible for conducting investigations. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Additional information can be found on the District website at www.oakwoodschools.org.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).
The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the Network.

NOTE: This student/parent handbook is based in significant part on policies adopted by the Board of Education. Policies are periodically updated in response to changes in the law and other circumstances.

CONTACT INFORMATION

Civil Rights Compliance Officer **EMAD Coordinator** **Liaison for Homeless Children**	Mrs. Allyson Couch, Director of Educational Services Oakwood City School District 20 Rubicon Road, Dayton, OH 45409 V: (937) 297-7802 Email: couch.allyson@oakwoodschools.org
OSHA Safety Director **Prevailing Wage Coordinator** **Public Records Training Designee** **Toxic Hazard Preparedness Officer**	Mr. Kevin Philo, Treasurer Oakwood City School District 20 Rubicon Road, Dayton, OH 45409 V: (937) 297-5332 Email: philo.kevin@oakwoodschools.org
Anti-Harassment Complaint Coordinator	Dr. Kyle Ramey, Superintendent Oakwood City School District 20 Rubicon Road, Dayton, OH 45409 V: (937) 297-5332 Email: ramey.kyle@oakwoodschools.org
Anti-Harassment Complaint Investigator **Coordinator of Records**	Oakwood High School: Mr. Paul Waller, Principal 1200 Far Hills Avenue, Dayton, OH 45419 V: (937) 297-5325 Email: waller.paul@oakwoodschools.org Oakwood Junior High School Mr. Tim Badenhop, Principal 1200 Far Hills Avenue, Dayton, OH 45419 V: (937) 297-5328 Email: badenhop.tim@oakwoodschools.org Harman Elementary School Mrs. Sarah Patterson, Principal 735 Harman Avenue, Dayton, OH 45419 V: (937) 297-5338 Email: patterson.sarah@oakwoodschools.org Edwin D. Smith Elementary School Mrs. Lynn Cowell, Principal 1701 Shafor Boulevard, Dayton, OH 45419 V: (937) 297-5335 Email: cowell.lynn@oakwoodschools.org Lange School Mr. Frank Eaton, Principal 219 W. Dorothy Lane, Dayton, OH 45429 V: (937) 299-8730 Email: eaton.frank@oakwoodschools.org

Parent/Student Handbook

August 2017

Dear Students,
It is important that you know our school rules. We have prepared this handbook for you and your parents to help you be aware of our expectations for behavior. Please read this handbook or ask your parents to read it with you. Keep your handbook in a place where you can find it if you need to review.

Please sign the lower part of this sheet along with your parent and return it to your teacher. If you have any questions please ask your teacher or me.

Sincerely,
Mrs. Lynn Cowell Mrs. Sarah Patterson

Dear Parents,
We ask that you spend some time with your child reading and discussing the school rules contained in this handbook. We have included information about school procedures and policy that you will find useful.

Please sign the form below, along with your child, to indicate that you have received this information, and return to your child's teacher. If we can provide any additional information please contact us.

We look forward to working with you during this upcoming school year to provide for your child's formal education.

Sincerely,
Mrs. Lynn Cowell Mrs. Sarah Patterson

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I have received a copy of the 2017-2018 the Oakwood City Elementary Schools Handbook and have taken it home to show my parent(s)/guardian(s). I have reviewed the handbook in order to learn about this year's school rules and other important information.

Signature of student:_____Date_____

Signature of parent/guardian:_____ Date_____

Please return signed to your child's homeroom teacher. Thank you.

Oakwood City Schools

2016-2017 School Year

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

DIRECTIONS: Please review the summary and then complete and sign the reverse side of the form. Return the completed form to the appropriate school. The full text of the Acceptable Use and Safety Agreement is available in the school's handbook, and also in PDF format at www.oakwoodschools.org.

In order to access e-mail and/or the Internet at school, students must provide the District with evidence of parent permission.

A summary of the Acceptable Use and Safety Agreement follows:

Use of the Internet is a privilege, not a right. The District's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in consequences not limited to cancellation of this privilege.

The District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, unacceptable, inappropriate, illegal, objectionable, pornographic or harmful to minors. The District also monitors online activity of students in an effort to restrict access to other material that is obscene, pornographic, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the District has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Users have no right or expectation to privacy when using the Network. The District has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the District's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. The principal may deny, revoke or suspend access to the Internet/Network to individuals who violate this or any other aspect of the District's Student's Network and Internet Acceptable use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

* The District is required to keep a signed copy of its Student User Agreement for each user of the Ohio Educational Computer Network (OECN)

Student User Agreement

2017 – 2018 School Year

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____ Date: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the District (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. This guidance includes an explanation that student behavior such as respect for others, bullying, sharing of information, cheating, and decency extend to electronic activity as well whether it be via the school's network, own electronic device, or otherwise.

Parent/Guardian Signature: _____ Date: _____

Please check each that applies:

Yes	No	
☐	☐	I give permission for my child to use and access the Internet at school.
☐	☐	I give permission for a Google account to be issued to my child. (This pertains to 3rd grade and higher students. Third, fourth, and fifth grade students may access Google applications, but are restricted from email.)

Parent/Guardian Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the District's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Please check

☐ I understand that school rules concerning appropriate student behavior such as respect for others, bullying, sharing of information, cheating, and decency extend to electronic activity as well whether it be via the school's network, own electronic device, or otherwise.

Student's Signature: _____ Date: _____