

**2019-2020 STUDENT HANDBOOK  
ANTWERP ELEMENTARY SCHOOL  
WWW.ANTWERPSCHOOLS.ORG**

**MISSION STATEMENT**

We believe that all children can learn. We will provide children with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for students to develop their intellectual, physical, social, and emotional potentials. Antwerp School will strive to meet the educational needs of each student by providing planned instructions consistent with the developmental levels, aptitudes, and interests of each student. Our major goal is to prepare students to become responsible citizens and enable them to take their place in the community as capable, loyal, and productive members of society. We believe that education is a cooperative effort among home, school, and community.

**VISITING OUR SCHOOL**

We invite you to visit your child's classroom and get acquainted with the teacher.

1. For the protection of your child and to comply with state law, **all visitors to the school, including parents**, are to check in at the school office when entering the building. All visitors planning to stay in the building must sign in at the office and wear a lanyard with a visitor's badge.
2. Room visits need to be arranged with the teacher ahead of time. Please do not plan on just "dropping by" the classroom to observe your child's class. Teachers need time, in advance, to plan for all visitors to the classroom.
3. Conferences should be arranged in advance, and at a time when the teacher does not have children in the room or is on duty elsewhere.
4. Elementary Parent/Teacher Conference Days are scheduled each year in the fall. Please feel free to call at any time to schedule a conference with your child's teacher.
5. Concerns should be presented first to the staff member directly associated with the concern. If further concerns persist, the immediate supervisor must be contacted next. For instance, if you are not satisfied with the response from a teacher, the principal must be notified as soon as possible. Further appeals are available through the superintendent and, as a last resort, the school board. Concerns must be presented at all prior levels before being referred to the school board for consideration.

**HONEYWELL INSTANT ALERT SYSTEM**

We will continue to use the instant alert system to communicate items such as school delays and closings. If you need to register for this service, call the Elementary office. If your phone number has changed, you need to go to the Honeywell Instant Alert website and update your information.

**STUDENT CODE OF CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect school authority, conform to school regulations, and accept directions from authorized school personnel.

A student who fails to comply with the established school rules, or with any reasonable request made by school authorities on school property or at school related events, will be dealt with according to approved student discipline regulations. Discipline used may include verbal warning, written warning, conference with parent, detention, removing privileges, suspension, expulsion, or any other form deemed necessary by the teacher and/or principal.

Students and their parents will annually receive, at the opening of school or upon entering the year, written information on the rules and regulations to which they are subject while in school or participating in any school sponsored activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action.

**List of infractions**

<b>Section 1</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
Chewing gum, eating candy	1-2 lunch detentions	After-school detention	Friday School
Swearing /profanity (written or verbal)	1-2 lunch detentions	After-school detention	Friday School
Vulgarity/crude/rude behavior	After-school detention	After-school detention	Friday School
Possession of unauthorized electronic device	1-2 lunch detentions	After-school detention	Friday School
Continued non-productive behavior in class	After-school detention	After-school detention	Friday School
Continued failure to follow directives of school personnel	After-school detention	After-school detention	Friday School
Dress code violations (Violation will be corrected)	1-2 lunch detentions	After-school detention	Friday School
<b>Section 2</b>			
Tardy to school (5 per grading period)	Friday School	(8) Friday School	(12) Friday School
Falsifying note, pass, or any school communication	After-school detention Friday School	Friday School	In-school detention
Disruptive behavior for substitute teacher		Friday School	In-school detention
Dangerous behavior, punching, wrestling, throwing things	After-school detention	Friday School	In-school detention
Vandalism (clean up area)	3-4 lunch detentions	Friday School	In-school detention
Failure to serve a Friday School	2 <sup>nd</sup> Friday School	In-school detention	In-school detention
Ridicule/harassment/intimidation of anyone	After-school detention	Friday School	In-school detention
Profanity directed at another student	Principal referral	Friday School	In-school detention
Forgery, lying, cheating	After-school detention	Friday School	In-school detention

### Section 3

Profanity directed at school personnel	After-school detention	Friday School	In-school detention
Major disrespect to school personnel/insubordination	After-school detention	Friday School	In-school detention

**The administration reserves the right to use their discretion and professional judgment in dealing with each situation. Further offenses beyond 4 in sections 1-3 will be dealt with by the administration on an individual basis.**

### Section 4

**Committing any of the behaviors in section 4 may result in the student being suspended and/or recommended for expulsion. Because of the severity of the offense, police authorities may be notified.**

#### Theft

Fighting or the promotion of a fight

Sale, delivery or possession of stolen goods

Extortion, blackmail or coercion

Sexual, racial, ethnic harassment

Vandalism-major damage

Possession or use of tobacco product

Arson, bomb threat, possession or use of fireworks, unauthorized fires

Possession of weapon - includes knife

Tampering with fire alarm

Assault on school personnel

Unprovoked student attack

In possession of, or exhibit evidence of consumption of a controlled substance, including inhalants/drugs

Distribution or misuse of prescription drugs

Possession of drug paraphernalia

Sale or delivery of controlled substance, non-controlled substance, or look-alikes

Possession or use of a lighter or matches

Threaten to do harm to a student or staff

### FRIDAY SCHOOL GUIDELINES

Friday School is a disciplinary procedure that may be utilized for various codes of conduct violations. Students who are assigned Friday School have an opportunity to attend their regular classes during the week without any academic penalty. The following rules are to be followed:

- 1) Friday School will meet from 2:44 P.M. until 4:00 P.M. Transportation is the responsibility of the student and the parents.
- 2) Parents must call the Elementary School by Friday morning if the student is unable to attend. Acceptable excused absences will only be granted by the principal. Failure to report (skipping) will result in an additional Friday School being assigned. Any additional violations will result in a suspension.
- 3) Each student must bring school work to keep busy for 1 1/4 hours.

### GIFTED AND TALENTED EDUCATION (GATE)

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan. Information on these policies is sent home with the students at the beginning of each year. If you have further questions about this program, please contact the appropriate office at the school.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

### LUNCH PROGRAM

The district shall participate in the Federal School Lunch program. The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food beverages as well as to the fiscal management of the program.

Hot lunches are served daily. The cost is \$2.70 for students in grades K-5. Free or reduced-price lunches are available to those who qualify. Free milk is not available for packed lunches. Milk is available for \$.50 for those who wish to bring a sack lunch. Candy and soda pop are not considered part of a healthful lunch. Please do not pack them for your student. The lunch program operates under the debit system. Envelopes are available for students to bring in payments. The suggested minimum amount to place in your child's account is \$10.00, or more. If your student has money left over at the end of the year, that money will be automatically applied to the student's account for the next school year. Refunds will only be given if the student moves out of the district. Lunch charges are available for students who forgot their money. Charges should be paid the next day. Reminders of charges will be sent home when they are incurred. No student will be allowed to charge more than 3 lunches. No charges are available the last two weeks of school. Also, students will not be allowed to charge for breakfast. Antwerp Elementary has a closed lunch policy. Students are to eat at school unless they are on a special diet and have prior approval of the principal. Please contact the school for the specific time of your child's lunch. You are welcome to join us for lunch at your convenience, however, be sensitive to the issue that excessive visits may interfere with the development of your child's socialization skills. Try to make your lunch visit on a special occasion for your child. You must sign in at the elementary office and get a visitor's badge.

### SCHOOL ATTENDANCE

Children entering kindergarten must have reached age 5 before September 30. All children must complete kindergarten before entering first grade and all children age 6 must be enrolled in school. Students must be prompt and regular in attendance if satisfactory work is to be accomplished. Regularity and promptness are two important characteristics of a successful life. **If your child is ill**, please call the school immediately in the morning to report their absence. Please do not be alarmed if the office calls you to verify an absence. We are now required by the *Child Safety Act* to account for every student, every morning.

An excused absence would include: personal illness, medical or dental appointments, school related activity, serious illness of immediate family members, quarantine of the home, death of a close relative, observance of a religious holiday, approved vacation with a parent or guardian, or any emergencies or circumstances which are judged by the principal or

superintendent to be sufficient. The only excused absence that is not counted against a child toward perfect attendance record is a school related activity. An unexcused absence occurs when a student does not have a legitimate reason for being gone, or when proper procedures are not followed. A student who enters school after 7:50 will be deemed tardy.

When your child is absent for a short period of time, please inform the office of the most convenient way for homework to be sent home or picked up. We understand there are various other reasons why it may be necessary for you to keep your child from school or to have him or her dismissed early. In these cases, parents or guardians need to send a note explaining the time and reason, in advance, of the absence, if possible. If the school is not notified in advance, efforts will be made to prepare a general list of assignments for the child to do while absent. Homework may be picked up in the elementary office. Arrangements can be made to send it home via a sibling, neighbor, or other student when requested.

Students who are absent for any reason are responsible for making up work that is missed in each class or subject. The work is due within **one day for each day absent**, upon returning to class. In the case of an extended absence, the teacher will establish due dates. Request for excused vacation time during the school year should be submitted **in writing** to the office **two weeks prior to the vacation**. No more than 5 days will be approved for vacation during the school year. **Vacations will not be granted for students with prior attendance issues**. The classroom teacher will work with the family to establish a due date for make-up work. Credit will not be given for any work that is not turned in on or before the established due date. We encourage parents to **avoid** scheduling vacations during testing weeks.

Regular school attendance is an important ingredient in a students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. As a means to encourage and support a preventative approach to excessive absences and truancy, new legislation has been put in place that outlines that all hours of absence, both excused and unexcused now count toward the hours students may miss during the school year. In order to meet the changes in attendance laws and support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

The district will utilize several strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an **(AIP) Absence Intervention Plan**, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Additionally, the following updates/changes have occurred with our district policies.

#### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

1. Definition of **'habitual truant'** changed from days to hours. The new definition is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse;
- c. Absent 72 or more hours in one school year without a legitimate excuse.

2. Definition of **'excessive absences'**:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

#### **TRUANCY AND EXCESSIVE ABSENCES ACTION PLAN**

Level I: An initial effort will be provided by the school to assist students who are in danger of being labeled as habitually truant or having excessive absences. Parents of students with 19.5 – 39 hours of unexcused absence will receive an (AIT) Absence Intervention Team Notification Letter stating that the School District Attendance Officer will conduct an informal meeting/intervention with parents/student for the purpose of preventing further unexcused absences.

Level II: If a student continues to accumulate unexcused absences in excess of 39 hours, the School District Attendance Officer will refer to formal truancy mediation with Shalom. Shalom will set up mediation at the school with the student and parent(s)/guardians.

Level III: Parents/Guardians of a student accumulating 65 or more hours in one school year with or without a legitimate excuse will receive a letter from the District Attendance Officer within 7 days of the attendance policy violation and the legal ramifications of further absences. Additionally, the school may begin the process of forming the (AIT) Absence Intervention Team.

Level IV: Parents/Guardians of students accumulating 72 hour of unexcused absences will be notified within 7 days to secure their participation in an (AIT) Absence Intervention Team meeting. Within 14 days of assignment to the AIT, the team will develop an (AIP) Absence Intervention Plan for that student in an effort to reduce or eliminate further absences.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the **(AIT) Absence Intervention Team**;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the **(AIT) Absence Intervention Team**.
2. Within 10 days of the triggering absence, the student will be assigned to the selected **(AIT) Absence Intervention Team**;
3. Within 14 days after the assignment of the team, the district will develop the student's **(AIP) Absence Intervention Plan**;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's **(AIT) Absence intervention Team** plan; and
3. The student and family may be referred to community resources.

Details of the **AIT (Absence Intervention Team)**:

1. Districts must establish an **(AIT) Absence Intervention Team** when a student is deemed habitually truant or have excessive unexcused absences. Team membership should vary based on the needs of each individual student, but each team **MUST** include:

- a. A representative from the individual's school or district;
- b. Another representative from the school or district who has a relationship with the child;
- c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian;
- d. The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.

2. The purpose of the **(AIT) Absence Intervention Team** is to establish a student-centered **(AIP) Absence Intervention Plan** for every child who has been deemed habitually truant by identifying specific barriers and solutions to attendance. As stated above, the team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile.

### STUDENT DRESS CODE

The home and school need to cooperate in the manner of dress. It is important to develop personal pride in their appearance and an understanding of what is appropriate at school. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. Students are required to dress modestly. Their attire shall not be disruptive to the learning environment and shall not pose a problem relating to the health and safety of themselves, other students, or the school itself. Since appearance is primarily a personal responsibility, final decisions concerning dress and grooming will be left to the judgment of individual students and their parents. In general, good common sense should prevail. The only exception to this will be that the school will regulate student appearance under the conditions as outlined in the Antwerp Local School Board Policy.

To prevent misunderstandings and to insure continuity in the school, the following standards have been established:

1. All clothing should be neat and clean; no torn/frayed, or clothing with holes.
2. Shorts, of an appropriate nature and length (at least mid-thigh), may be worn by elementary students during **only** the months of August, September, April and May, at the parents' discretion.
3. No spaghetti straps, or halter tops, may be worn without another article of clothing to cover the bare shoulders.
4. Footwear must be worn at all times. Shoes with heels and flip-flops are considered dangerous and undesirable foot protection for elementary students.
5. Hair must be neat, clean, and well groomed. Colored hair spray or dye is not allowed.
6. Hats, jackets, and coats classified as "outdoor" clothing are to be hung on the coat racks provided in the classroom. This includes boots, athletic neckbands, headbands, scarves, bandannas, caps, etc. Hats are not to be worn while inside the building except on special days as announced by the teacher or principal.
7. All clothing must be in good taste and modestly worn. This **prohibits** such items as: (1) shirts with slogans-logos representing alcohol, tobacco, sex, profanity-vulgarity, or comments that are gender or racially offensive or suggestive in nature; (2) Clothing that may cause injury to the wearer in class, shop, lab, or physical education classes; or (3) Clothing, or lack thereof, that disrupts the educational function of the classroom or school.

In accordance with these standards, administrators and teachers have the right to issue warnings, provide clothing, ask students to go home and change the clothing, call the parent, and/or refuse to admit the student to class until the violation is rectified. Further infractions may result in suspensions or expulsions.

### CARE OF SCHOOL PROPERTY

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

### CHILD CUSTODY

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

### CALLING THE SCHOOL – (419) 258-5421

Any time your child is ill, please call the school immediately in the morning to report their absence. If you have any questions concerning a school matter, please feel free to call us. The office staff will be happy to assist you.

Elementary Principal ..... Ext. 2202  
Elementary Secretary ..... Ext. 2200  
School Nurse ..... Ext. 2206

### BUS CONDUCT

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in the forfeiting of school bus transportation privileges. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the student, bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students will:

1. Be careful in approaching bus stops. Walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing.
2. Be on time for the bus in order to permit the bus to follow a regular time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student a seat in the bus and expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students. Remain seated while the bus is moving.
5. Obey the driver promptly. Realize that the bus driver has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No chewing gum, candy, pop, or other foods are permitted on the bus at any time.
7. Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students.
10. Treat bus equipment as you would treat valuable furniture at home. Damage to the seats and other parts is unnecessary and always costly.
11. Remain seated until the bus stops completely to unload. Wait for a signal from the driver and then cross the road in front of the bus.

12. When classes are dismissed, students should report directly to their bus and remain on board, unless permission is granted by the bus driver.
13. Complete list of Bus Rules is given to all students on their first day of school.

### **TRANSPORTATION AND TRANSPORTATION CHANGES**

Bus transportation is intended to transport your child to and from home and school, not to friend's homes. Also, the bus will not drop your child at someone else's home/property where you will pick them up, just so you can reduce their ride time. As much as possible, please have transportation changes arranged before the school day starts and inform your child's homeroom teacher. A note should be given to your child's homeroom teacher at the beginning of the day. It is a disruption to the educational process to send notes to the classroom during the day. If your child is to go home any way other than he/she normally goes, he/she is to bring a written note from home stating this. Without a note, this will not be permitted. These changes need to be cleared through the transportation or district office. Students will not be allowed to ride a different bus than normal due to limited seating, unless it has been cleared through the transportation or district office. **We will stop accepting transportation change requests at 1:30 each day.**

### **WALKERS**

Each student who walks to school is expected to walk on sidewalks, use the bike path and cross at corners. Each student is expected to go home directly unless previous arrangements have been made and approved by the office.

### **BICYCLES**

Student bicycles are to be parked behind the school in the bicycle racks until school is dismissed. We strongly encourage that bicycles be locked for your protection. Bicycles are not to be ridden in front of the school during arrival or dismissal times. Students are to obey all bicycle safety rules. Keep in mind that you should respect other people's property. Students who repeatedly violate the rules will lose their privilege of riding their bicycle to school.

### **LIBRARY REGULATIONS**

Library books may be checked out for a period of one week with the exception of reference materials which should remain in the library at all times. If a book is lost, the replacement cost of the book will be charged to the student. If a student pays for a book that is later found, the original fee will be refunded. Students will also be charged for unnecessary damage to the library books.

### **SCHOOL FEES & FINES**

Students enrolled in Antwerp School will be furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year, and may vary as the cost of materials and supplies fluctuates. The fees will be posted in the local papers and at the school two weeks prior to school beginning.

When school property, equipment, or supplies are damaged, lost, or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the replacement cost or the expenses incurred. Financial obligations must be met to attend field trips and purchase school pictures. The following schedule is a guideline for meeting those obligations. Individual cases may be reviewed by the principal for further consideration.

First Nine Weeks	25% of fees and fines paid or regular payments
End of Semester	50% of fees and fines paid or regular payments
Third Nine Weeks	75% of fees and fines paid or regular payments
End of Year	100% of fees and fines paid

### **REPORT CARDS**

Student progress will be reported each nine weeks. These progress reports will be sent home on Friday after the grading period ends. The following scale will be used to determine grade averages in grades one through five.

A+ = 100-98	B- = 82-80	D+ = 69-67
A = 97-93	C+ = 79-77	D = 66-63
A- = 92-90	C = 76-73	D- = 62-60
B+ = 89-87	C- = 72-70	F = 60-0
B = 86-83		
S = Satisfactory	U = Unsatisfactory	

Your child's progress report will be sent home in an envelope provided by the school. You are to keep the progress report, sign the envelope, and return only the envelope to school each time. You may also indicate on this envelope if you would like to schedule a conference with your child's teacher.

If a non-residential parent wishes to receive a copy of the report card at the end of each grading period, the non-residential parent must notify the student's homeroom teacher in advance to request a copy and must supply the teacher with a stamped, self-addressed envelope. If additional copies of interim reports, testing results, or other items are requested, the same procedure will apply. Materials such as newsletters or other informational flyers will be supplied to the student in duplicate provided copies are available. The student may then deliver the copy to the non-residential parent just as they would deliver this type of information to the residential parent.

### **INTERIM GRADES**

Interim grades and comments will be made current at a designated time during the grading period. Use your ProgressBook log-in information to access your child's information. If you do not have internet access and would like a printed version, please let us know.

### **SCHOOL SUPPLIES AND GYM SHOES**

Each year a list of supplies suggested by each grade level is available. Please be sure to check periodically throughout the year with your child as they may run out of some items. To keep the gym floors in good shape, we require the children to have clean (unused or washed) gym shoes that will be used exclusively for physical education classes in the gym. Used shoes may be worn if they have been washed and not worn outside after washing. On the day your child has P.E., please be sure that their clothing is appropriate for physical activities.

### **BRINGING THINGS TO SCHOOL**

The only time students should bring toys, games, etc., to school is when their teacher instructs them to (for sharing). The student will assume all responsibility for any item brought to school. Students are not to bring cell phones, video games, **playing cards**, sports equipment, electronic devices, **fidget spinners**, etc. to school. Often times these items of value are lost or broken by students or friends, either on the bus or at school, and then liability becomes an issue. We would appreciate it if these things stayed at home. No cell phones allowed in the elementary without prior approval from the office. Cell phones that are found in school will be confiscated and kept in the office to be picked up by parents.

### **SCHOOL CLOSINGS OR DELAYS**

School closings, delays, or early dismissals will be announced as early as possible using Honeywell Instant Alert, or on the following radio and television stations:

WPTA Channel 21                      WDFM 98.1 FM  
WISE Channel 33                      WANE Channel 15

When the weather looks questionable, please don't call the school. Tune in to one of the stations listed above. Parents must make arrangements for their children in the event school is called off during the day with an early dismissal. Every child should know where to go and what to do.

### **LOST AND FOUND**

Lost items should be turned in to the office. If your child loses something at school, be sure to check the lost and found in the school office. Parents are welcome to check the lost and found at any time for missing articles.

### **STUDENT USE OF TELEPHONE**

The school phone is primarily a business phone. Students will be allowed to use the phone for emergencies or with permission of their classroom teacher. Arrangements for after school activities should be made before coming to school. Parents are encouraged to call their child's teacher at a time when classes are not in session. Students are not permitted to bring, or use, cell phones at school.

### **RECESSES**

Generally, students will be expected to go outside for recess if the wind chill factor is above 15°F, it is not raining or sleeting, and the playground surface is not icy or flooded. All general rules have exceptions and weather conditions can change rapidly. The decisions regarding the location of recess are made with children's best interest in mind. Students need periodic breaks from the concentrated academic work in the classroom to get some fresh air and exercise. Children should dress appropriately for the weather predicted each day. Exceptions to this policy must be submitted in writing by the parents and will be considered carefully by the teacher and principal.

### **ASSESSMENT PROGRAMS**

The purpose of the assessment program is to identify areas of weakness and strength, and provide intervention and enrichment to strengthen those areas. Annual assessments will take place in grades K-5 each spring. Grades 3-5 will be given *Ohio's State Tests* in accordance with state guidelines. All state testing results will be shared with parents in a timely fashion once results are available. Test security is important to insure valid results. Any suspected violations will be investigated by local officials according to established policies and procedures, and the student will be subject to disciplinary action such as suspension or expulsion.

### **FUNDRAISING**

School sponsored sales are the only items permitted to be sold at school. Items for sale by other organizations should be taken care of outside school hours. We have a limit of one elementary fundraiser per year, unless a special project would be approved.

### **VOLUNTEERS**

Volunteers play an important role in helping the teachers and students in our school. If you have time and would like to contribute to the education of students, please contact the school. We will do our best to make use of your time and talents.

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO is an important school organization which serves as a line of communication between school staff and community. The PTO has at least one major fund raiser during the school year. Monies are then used for special programs, permanent physical improvements, equipment, and supplies. We encourage your participation in this organization which strongly supports Antwerp School.

### **HEALTH MATTERS**

If your child should become ill or injured at school, the school nurse or other office personnel will take a temperature and/or render first aid. If your child is seriously injured, or is obviously incapable of returning to the classroom, you will be contacted to pick up your child. In extreme emergencies, the medical release form will allow us to attend to your child's immediate medical needs. Please fill out the enclosed form completely and return to school as soon as possible.

If your child is not feeling well in the morning, it is best to give him/her an hour or so before sending them to school. The general rule of thumb is 24 hours free of vomiting, diarrhea, or fever without medication before sending them back to school.

If your child has contracted a communicable disease (measles, chicken pox, scabies, lice, etc.) please let the office know immediately. We can then be aware of the likelihood of other possible cases and take measures to prevent further spread. All reports will be kept confidential and it is in the best interest of the entire community that cases are reported immediately.

The school nurse is available on a part time basis throughout each week. Screening programs are conducted throughout the year for vision, hearing, dental, scoliosis, and nuisance diseases for selected grades and upon teacher referrals. The nurse also provides first aid services, and keeps health records current as related to immunizations, disease, and injuries of each student.

### **MEDICATIONS**

If a child is to receive any medication during the school day, the parent or guardian must fill out a "Medication Policy for Administering Medicine to Student" form and have it signed by the doctor. (See enclosed example.) The medicine to be dispensed must be sent to school in the original container as issued by the pharmacist or physician. (Duplicate, labeled containers available upon request from your druggist.) Parents should bring the medication to school along with the authorization form. Students should not bring cough medicine, Tylenol, or any other over-the-counter medication to school. The school will not give Tylenol, Motrin, Advil, or aspirin to students without prior parental consent.

We have found these requirements necessary to prevent a child from bringing a pill in an unmarked bottle and saying, "Mother said you should give this to me." This policy is to protect your child as well as other children.

### STUDENTS ATTENDING EXTRACURRICULAR EVENTS

All elementary students must be accompanied by an adult when attending any extracurricular event sponsored by the elementary, junior high, or high school. All school rules are in effect for students attending any sporting event, music performance, or other after school/evening activity. If elementary students violate any rules or are not accompanied by an adult, they will be removed from the event and asked to leave the school property. We ask that you honor the rules for extracurricular activities.

### STUDENT COMPUTER USE POLICY

Computer use at Antwerp Local Schools is encouraged and made available to students for educational purposes. Computers and all information, programs, software, use privileges, and anything generated on school computers belong solely to the school and are therefore subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students must observe the established guidelines and have a parent signature on the Computer/Internet Usage Agreement Form. Violation of the guidelines may result in disciplinary action including denial of computer use privileges for a period of time to be determined by the teacher, administration, and/or network administrator, suspension, and/or expulsion.

### CLASSROOM PARTIES AND PERSONAL PARTIES

Three general classroom parties will be held each year. These parties will be planned by the classroom teacher and room parents. They are to be held for ~~the last~~ forty minutes of the school day ~~only~~. If you would like to be a room parent, please contact your child's teacher immediately to volunteer.

If you are planning a party for your student that is outside of the school hours (i.e. birthday party or other holiday party) and would like to pass out invitations to your student's classmates, that is allowed as long as invitations are passed out to all of the boys and/or girls in the class. We require this so that other students in the class do not feel left out if they would not be invited to the party. If you are not planning on inviting all of the boys and/or girls in the class, then you will need to send the invitations in the mail, or personally deliver them outside of school.

### DROP-OFF & PICK-UP OF STUDENTS

Please do not park in the circle drive designated for parent use when dropping students off and walking them into the building. Use the large parking lot to the east of the school if you must walk your child into the building. We need to have a smooth pattern for traffic and no congestion in case of an emergency. **In addition, please do not walk your students down to their classrooms in the morning.** You may drop your child off at the elementary office and we will escort them to their class, or they may walk down themselves. Students need to be picked up by 3:00 p.m. each day. The end of the day is normally hectic, and teachers and office staff have other duties that they must attend to. We do not have staff that can watch over your student until you can pick them up if you are late in getting to the school.

### ADDITIONAL POLICIES

For information on additional district policies and/or procedures that are not listed in this handbook, please access them by using the district policies tab on the school webpage at [www.antwerpschools.org](http://www.antwerpschools.org).

### SCHOOL CALENDAR 2019-2020

Monday .....	August 19.....	Teacher Work Day
Tuesday.....	August 20.....	Teacher Inservice Day/Open House
Wednesday.....	August 21.....	First Day of Classes
Monday.....	September 2.....	No School - Labor Day
Friday.....	October 18.....	No School-Teacher In-Service
Friday.....	October 18.....	End of 1st Quarter
Tuesday.....	October 29.....	P/T Conferences (4:00-7:30)
Thursday.....	October 31.....	P/T Conferences (4:00-7:30)
Wednesday.....	November 27.....	No School (from P/T Conferences)
Thursday-Friday.....	November 28-29.....	Thanksgiving Break
Monday-Friday.....	December 23-January 3.....	Christmas Break
Monday.....	January 6.....	Classes Resume
Friday.....	January 10.....	End of 2nd Quarter
Monday.....	January 20.....	No School - MLK Day
Monday.....	February 17.....	No School - Presidents' Day
Friday.....	March 12.....	End of 3rd Quarter
Friday.....	March 13.....	No School Teacher In-Service
Friday-Monday.....	April 10-13.....	No School - Spring Break
Wednesday.....	May 21.....	Last Day for Students