

# Defiance Elementary School

## Student Handbook

2023-2024



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## **SECTION I – GENERAL INFORMATION**

### **A. ENROLLMENT AND WITHDRAWAL**

#### **1. ENROLLING IN SCHOOL**

In order for a student to be enrolled in school, we need the following documents:

- a. Birth Certificate
- b. Immunization Records
- c. Social Security Number
- d. Custody Papers (if applicable)

In addition, we may need other papers depending on the situation (proof of residency, open enrollment, power of attorney, etc.). If your child has previously attended another school, we will need the school's name, address, telephone and fax number in order to request a transfer of records.

#### **2. IMMUNIZATION REQUIREMENTS** (O.R.C. 3701.13)

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister, or practitioner of their faith.

For the purpose of compliance with the law, the following minimum immunizations are required:

- **DtaP — Diphtheria/Tetanus/Pertussis**  
Five doses are required unless your child received the 4<sup>th</sup> dose before his 4<sup>th</sup> birthday.
- **OPV — Oral Polio Vaccine**  
Four doses are required unless your child received the 3<sup>rd</sup> dose before his 4<sup>th</sup> birthday.
- **MMR — Measles, Mumps, Rubella**  
The three vaccines are administered as a combined vaccine in one shot.  
Two doses of the vaccine are required.  
    **\*PLEASE NOTE:** Students entering 7<sup>th</sup> grade must have a second dose if they have not previously. All students in grades 7-12 must have had a total of two doses since the age of 12 months.
- **Hepatitis B**  
This is a series of three shots administered over a six month time period.  
A minimum of three doses is required.
- **Varicella**  
Two doses of Varicella are now required.  
This vaccine is not necessary if your child has already had the chickenpox disease.

### **3. CUSTODIAL AND NONCUSTODIAL PARENTS**

All students not living with their two biological parents are required to have a custody sheet on file in their permanent record. If there has been legal action, such as divorce or separation, a copy of that record showing custody must be provided to the school. Unless this legal record states otherwise, the noncustodial parent does have the same legal rights as the custodial parent. These would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.

A noncustodial parent can request that material be mailed to them. In order for this to be done, the noncustodial parent will need to provide self-addressed, stamped envelopes for the records to be mailed. This request will need to be made to the principal who will inform the teacher(s).

It is extremely important that we have the above information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation it is the parent's responsibility to notify the principal.

### **4. STUDENT DIRECTORY (O.R.C. 3319.321)**

Each year a general student directory is compiled for each school and filed with the Clerk of the Board of Education – as required by law. The directory includes the student's name, address, telephone number, date and place of birth. Parents wishing to have information deleted from the directory need to notify the school office (in writing) by September 15<sup>th</sup>.

### **5. WITHDRAWAL OR TRANSFER OF STUDENTS WHEN MOVING**

It is important that you notify the school as soon as possible when you decide to move. You should be sure upon leaving for your new school that you have taken care of all obligations with your present school. You need to return all books, pay any fees due, and pick up personal belongings of your child. If possible, we need to know the location of your new school. The school in which your child enrolls will send a request for his/her records. As soon as we receive this request, we will forward them immediately. According to ORC 3313.64 all fee obligations must be taken care of BEFORE the release of grades. This would include classroom fees.

### **6. ONLINE STUDENT REGISTRATION**

In an attempt to streamline record keeping and cut costs, Defiance City Schools has implemented an online student registration system: *PowerSchool Registration*. Via this system, parents/guardians can register and update student information such as address, phone number, emergency contacts, doctors and more. This online process must be updated each year and replaces the paper emergency medical form done in the past.

If this is your first time enrolling with Defiance City Schools, you will need to create an account as a NEW student. To create an account you will need a valid email address. If you do not have a valid email address, a free address can be created via Google, Yahoo, HotMail or any other service of your choosing. Please make note of the email address

and password that you use as it will be required to update future records. NOTE: Most new students are enrolled at kindergarten screening or during your central office visit.

<http://www.defiancecityschools.org/CentralRegistration.aspx>

Students will NOT be able to participate in field trips unless this online emergency medical form is complete. If you have questions please contact your student's school or Central Registration at 419-782-0070.

## **B. SCHOOL DAY**

### **1. DAILY TIME SCHEDULE**

When students arrive at school in the mornings, they are to either go to the cafeteria to eat breakfast or directly to their classroom. The building is time locked and will not open until 8:45 a.m. School personnel will not be responsible for children before 8:45 a.m.

Grades KS – 5 Elementary Schools:

First Bell: 8:55

Tardy Bell: 9:05

Final Dismissal: 3:30 pm

All students released during the day must be checked out in the office. Children will be released only to the custodial parent or guardian, or to an adult designated on the Family Information Sheet. Anyone, except for those designated, need a note signed by the custodial parent to remove a student. This will count as an absence from school.

### **2. SUPERVISION TO AND FROM SCHOOL**

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this becomes the responsibility of the parents. The school cannot be responsible for supervision at the bus stop. Generally, misbehavior that occurs off school property is a police matter.

### **3. AFTER SCHOOL PICK UP OF STUDENTS**

**Changes to regular transportation arrangements need to be made in writing. Telephone calls will only be accepted in an emergency situation.** Please attempt to make all telephone calls before 2:00 p.m. **Unless a note is sent, all students will go home as usual.** When a note is sent for a child to be picked up, he/she will be kept until 3:45 pm. Any student not picked up by 3:45 pm will go to the office and call home. **After unsuccessful attempts to reach adults listed on the Emergency Information Sheet, we may call the police department to help transport leftover children.**

### **4. WALKERS AND BIKE RIDERS**

With the completion of the Safe Sidewalks to School Grant by the city, students are now allowed to walk to school and/or ride their bicycles. A crossing guard will be on duty to cross St. Rt. 66 from 8:30-9:00 a.m. Additional school personnel will also be on duty from 8:30-9:00 a.m. to help students cross the school parking lot from Rosewood Avenue. **All students must enter the grounds from Rosewood Avenue. No walkers or bike riders will be permitted to enter from Carter Road.**

## **5. BUS RIDER RULES**

At the start of each school year, each student shall receive a copy of the bus safety rules for Defiance City Schools. It is their responsibility to bring this document home for parents to review.

1. Be at your bus stop on time.
2. Wait off the traveled portion of the highway.
3. Use the handrail when you board the bus. Do not crowd and push.
4. K-2 students should sit in the front half of the bus. 3-5 students should sit in the back half of the bus.
5. Take your seat quickly.
6. Do not block the aisle with your personal belongings.
7. Never put your head, arms, or hands out the window.
8. Do not throw things in a bus, at a bus, or from a bus.
9. Be quiet and obey the driver. The bus is his/her classroom.
10. Do not horse around! Horseplay could distract the driver and cause an accident.
11. Be careful leaving the bus. Keep away from the side of the bus. Cross at least ten (10) feet in front of the bus so the driver can see you.
12. **REMEMBER** – Riding a school bus is a privilege, not a right. Failure to obey these rules could result in you losing the privilege of bus riding.

**\*Changes to regular transportation arrangements need to be made in writing. Telephone calls will only be accepted in an emergency situation.**

## **6. EMERGENCY CLOSINGS, DELAYS, AND EARLY DISMISSALS**

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Defiance City Schools will communicate with parents and students by radio (WONW 1280 AM, WDFM 98.1 FM, or WZOM 105.7 FM.) and through our Instant Alert System. **Please do not call the school building!**

During the school year there are times when fog or other weather conditions will force a delay of school. When a delay occurs, it is usually a two-hour delay. On days with a two-hour delay, students will be able to enter the building after 10:45 a.m. and will be counted tardy if he/she arrives after 11:05 a.m.

Emergency dismissals can occur. Arrangements must be made in advance for students in case of early dismissal. Please make arrangements for your child to go to a relative or neighbor's house if no one is going to be home. Make sure the school is aware of these changes in transportation.

**Instant Alert:** all families have access to an Instant Alert System. If school is delayed/canceled and you are signed up to receive school alerts, you will receive a phone call, text and/or email informing you of the current situation. This system will also notify you for important announcements, such as an emergency situation. If you need assistance in signing up to receive these important messages, please go to our Defiance City School District's website (<http://www.defiancecityschools.org/>), or call the school office for assistance.

## **7. DRILLS**

We are required to hold emergency drills during the school year, 3 of which must be a lockdown. These are held in cooperation with the Defiance Police Department and our school resource officer. The types of emergency drills are:

### **A. FIRE DRILL – (O.R.C. 3737.73)**

At the sound of the fire alarm, each student is to leave the building by following the directions of the staff. All doors and windows should be closed and lights turned off before leaving the room. Students should leave quietly and stay in their own group, even when outside the building so that attendance can be taken. Everyone will return to the building at the sound of the “all clear” signal.

### **B. TORNADO DRILL – DURING TORNADO SEASON (O.R.C. 3737.73)**

At the sound of the tornado alarm, each student is to go to the designated area of the building as directed by the staff. The teacher will stay with his/her group of students until the “all clear” signal is given.

### **C. SAFETY (LOCKDOWN) DRILL (O.R.C. 3737.73)**

According to Ohio Revised Code, schools are required to conduct at least three safety (lockdown) drills during the school year. Students and staff will be trained how to respond in an emergency situation. In the event of a real emergency, parents will be notified of pick-up procedures.

## **C. ATTENDANCE (O.R.C. 2151.001)**

### **1. HOUSE BILL 410**

The Ohio Revised Code provides for public school boards of education to establish policies to encourage regular attendance of students. The Defiance City Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

With the increased emphasis on state-mandated testing, it is even more important than ever to stress the importance of good attendance. Every student has a right to an education, but every student also has an obligation to attend regularly and to abide by the rules and regulations of the school system and the State of Ohio.

House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student’s absence intervention plan.



## Highlights of HB 410

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 month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse.

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

Permitting students to attend class at their leisure, to miss school whenever they wish, to be tardy excessively, to be inattentive in class, or to create disturbances simply teaches laziness and irresponsibility. For these reasons, minimum attendance standards must be met. The school must work in partnership with the parents toward this goal. **Therefore, all absences will be documented.**

### **2. ATTENDANCE POLICY**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The State Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for an excused absence from school: (1) Personal Illness (2) Illness in the Family (3) Quarantine of the Home (4) Death of a Relative (5) Work at Home due to Absence of Parents or Guardians (6) Observance of Religious Holiday (7) Family Emergency (8) Doctors or Dentist Appointments.

Make-up work (for credit) will be given to all students who are absent for any reason, except students who are absent due to truancy, out-of-school suspension, or expulsion. The length of time for completion of make-up work shall be commensurate with the length of the absence plus one additional day.

Attendance is one of the most important parts of your child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early grades continue through middle school, high school and eventually employment.

Children should not be kept home for minor ailments (headache, stomach ache, etc.). A doctor's excuse may be required if a student misses more than five (5) days during the school year.

### **3. ABSENCE (STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT)**

- A.** The parent or guardian should contact the school within the first hour of school on the day of the absence by calling the school. The parent may also send a written excuse with a sibling or neighbor on the day of the absence. We will attempt to call you at home or work if you do not notify us. A card, concerning your child's absence, will be sent to your home address if we are unable to reach you.

- B. If we were not able to reach you, the student must have a written notice signed by the parent or guardian when he/she returns. This note should include the following information: child's name, date, day(s) of absence, and reason for the absence. This should be submitted to the teacher. *Without a written notice, the absence will be considered unexcused.*
- C. Students are expected to ask the teacher for make-up assignments the day of return to class. Students are responsible for making up work in a time equal to the number of days missed plus one. Assignments that are not made up will be reflected in the grade.

\*\* Because of the "Missing Children" Law, we **strongly urge** you to notify us at once when your child will be absent or late to school. \*\*

#### **4. DOCTOR'S EXCUSE**

A doctor's excuse may be required to exempt a student from, but not limited to, outside recess, physical education classes, or special dietary considerations. A doctor's excuse may be required if a student misses more than five (5) consecutive days during the school year, or if a student misses more than ten days in a given school year.

#### **5. VACATION WITH FAMILY**

Parents are encouraged to take vacations during our scheduled breaks (Thanksgiving, Christmas, Spring or Summer Break). If it is necessary to vacation during the school year, parents should complete a vacation request form **one week** prior to the date of the vacation so the teacher(s) can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher(s). The vacation form that is included in this handbook (or another copy that can be obtained in the school office) must be completed.

#### **5. ABSENCE DUE TO LICE**

When students are found to have lice or nits, their parents will be called and they will be sent home. Parents will need to seek immediate treatment/assistance from the health department or their own physician to treat and eliminate the problem. The school will allow five excused absences per year for treatment to occur. Any absences after five will be considered unexcused and could result in truancy issues.

With the reduction in staff at the Health Department, the elementary nurse aides will do head checks for students to be readmitted to school. If repeated evidence of live lice or an abundant amount of nits are found, the student will be sent home again. The child will then be required to be checked by the Health Department and bring a written document stating they were cleared. Follow up checks at the elementary clinic will continue for the next few weeks to guarantee reinfestation has not occurred.

### **D. MEDICAL**

#### **1. ILLNESS OR ACCIDENT**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been

exposed to an infectious disease or highly communicable pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

If your child becomes ill or an accident of sufficient nature occurs making it necessary for the child to go home, you will be called. If you can not be reached, we will call the person you designated on your Emergency Medical Authorization sheet. Please designate an alternate who is accessible to the school in a short amount of time. Your child is served poorly by an alternate who is a great distance away.

Exclusion of sick children from school is the responsibility of the school administration. Transportation of sick children to their home is the responsibility of the parents or their alternate.

Please list two different numbers at which you or a designated person can be reached. **Please keep the office informed of any changes to be noted on your child's emergency medical form.**

Any child with the following symptoms should not be sent to school or remain at school:

1. elevation of temperature (over 100.4)
2. diarrhea
3. vomiting
4. severe colds and cough that will disrupt the educational process
5. unexplained rash

## **2. EMERGENCY MEDICAL TREATMENT**

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must complete an online emergency medical form for each child as required by state law. When your child becomes ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the emergency contact list as soon as possible. Parents or the person designated by the parent, who are contacted because of a child's illness, are requested to pick up the child immediately.

## **3. MEDICATION AND DRUG POLICY** (O.R.C. 3313.713)

Board policy states that many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. We strongly recommend that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy as required in Ohio State law.

The following guidelines are board policy.

1. Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the

name of the drug and time intervals to be taken. The form for Administration of Prescription Drugs must be used for providing the school with the necessary information. This form can be picked up in the office.

2. Medication must be brought to school by an adult in a container appropriately labeled by the pharmacy or physician.
3. A release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented.
5. Prescription medication to be taken at school will be stored in an enclosure, out of view, in the school office. (Refrigeration will be provided when necessary).
6. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

**Asthma Inhalers:** Legislation has been passed that permits students to carry his/her inhaler at school. In order to carry his/her inhaler, the child must have both the written permission of his/her parent(s) and the written approval of his/her doctor. This medication form can be obtained in the school office.

**Note:** Parents are responsible for informing the school of their child's allergies, especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the above guidelines have been followed. Medicine will only be administered to the student at a central location and through a designated school employee.

For students to use over-the-counter medication, including, but limited to cough drops, cold medication, and aspirin on school premises, parents must first complete the Authorization for Non-prescribed Medication and Treatment form and submit it to the school office for filing in the student's record.

#### **4. UPDATING FAMILY AND MEDICAL INFORMATION**

Parents should immediately notify the school when there are any changes in a student's address, phone number, or any other information that is included on Infosnap.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

#### **5. CHILD ABUSE** (O.R.C. 2151.421)

School personnel are required by law to report any evidence of child abuse or neglect to Defiance County Job & Family Services. The school is required, by board policy, to cooperate fully with officials investigating allegations of child abuse and/or neglect.

#### **6. STUDENT SUPPORT & COUNSELING SERVICES**

All students are encouraged to seek assistance for problems from a variety of school

personnel, including but not limited to, teachers, principals, psychologists, counselors, and/or school social workers. Parents or staff members may also refer a child to a counselor and/or school social worker for academic or behavioral assistance. If a child's needs go beyond the scope of our service, parents will be provided with appropriate referrals.

## **E. FEES & MONEY**

### **1. SCHOOL SUPPLIES AND FEES**

The Defiance City Board of Education provides all basic texts at no cost to the children of our school. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no questions of responsibility at the end of the year. All books, including ones from the library, lost or damaged during the year must be paid for according to the nature of the loss.

There is a charge for workbooks, art supplies, special reading materials, etc. for the school year. A supply list will be sent home with your child. Book (instructional supply) fees for grades KS – 5 will be \$52 for the 2023-2024 school year. Please pay the full amount of your child's fees as soon as possible. Unpaid fees will continue to accumulate from year-to-year until paid. **Fees allowed to accumulate from year-to-year may prevent a student from receiving the credit he/she needs to graduate from high school.**

The Defiance City School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them and are legally eligible. Parent(s) or guardian(s) must apply for approval of a fee waiver. Please contact the school office for further information.

### **2. BREAKFAST**

Defiance City elementary schools offer breakfast for their students, beginning at 8:45 a.m. However, if school is delayed for any reason, breakfast will not be served. For the 2023-2024 school year, the costs for breakfast are as follows:

- |                      |               |                   |        |
|----------------------|---------------|-------------------|--------|
| 1. Regular Breakfast | <b>\$2.00</b> | Reduced Breakfast | \$0.30 |
|----------------------|---------------|-------------------|--------|

### **3. LUNCH**

Lunch will be served each day school is in session. No student will be permitted to leave the school grounds unless a written request has been made by the parent and approved by the teacher/principal. The charge for a hot lunch (milk included) is **\$3.00** per day. The charge for a half pint of milk is **\$0.70** per day for all students who prefer to bring a packed lunch from home. Students are not permitted to bring cans of pop or food from fast food restaurants to school for their mealtime.

Free lunches, or lunches at reduced cost of 40 cents, are available to students who qualify. Applications will be made available to families and must be returned to the school to determine eligibility. If after approval your income changes, you **must** notify the school principal.

Students are responsible to follow each building's procedure when depositing all

payments. On the outside of the envelope containing the payment, please write the following: (1) Student's Name, (2) Student's ID Number, (3) Teacher's Name, (4) Amount of the Deposit, and (5) Date.

#### **4. BREAKFAST AND LUNCH CHARGES**

After students have charged three times, they may either pack their lunches or receive a peanut butter sandwich from the school. Once a student's outstanding balance has been paid in full, he/she may once again purchase a lunch or breakfast from the cafeteria options.

#### **5. LIBRARY (BOOK) FEES**

The library is available to students throughout the school day. Books may be checked out, but must be returned by the due date to avoid late fees. The late return of books or materials from the library will be subject to fines. In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and course credit.

#### **6. MONEY TO SCHOOL**

If you give your child money for book payments, lunch, classroom books, etc. please put it in an envelope and write on the envelope your child's name and the purpose for which the money is sent. To avoid placing the responsibility of paying large sums of money upon your child, please send a check, money order, or stop into the office to pay in person. ***Sending cash with your student is strongly discouraged.***

### **F. OTHER INFORMATION**

#### **1. LOST AND FOUND**

Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. A "Lost and Found" area is kept at school inside the cafeteria doors. Encourage your child to check for lost articles. You are also welcome to come in and check. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed. Unclaimed articles are sent to charitable organizations periodically throughout the school year.

#### **2. VISITORS/VOLUNTEERS**

Parents and other visitors/volunteers are required to report to the school office before going to a classroom. A sign in sheet will be available to log attendance of our visitors/volunteers. A badge will be given and must be worn while present in the building. The visitor/volunteer will need to return to the office to sign out and return the badge before leaving.

## **SECTION II – ACADEMICS**

### **A. ACADEMICS IN THE CLASSROOM**

#### **1. HOMEWORK POLICY**

Parents and students should expect homework throughout the year. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program. As a general guideline, parents should expect 10 – 20 minutes per grade level per night:

Grade 1: 10 – 20 minutes

Grade 2: 20 – 40 minutes

Grade 3: 30 – 60 minutes

Grade 4: 40 – 80 minutes

Grade 5: 50 – 90 minutes.

The *student's responsibilities* for homework include: (1) keeping track of homework assignments, (2) handing in homework assignments that are complete, original (done mostly by the student), (3) punctual (handed in on time), and (4) carefully and neatly completed.

The *parent's responsibilities* include: (1) assisting their child in finding a well-lit, quiet place to work, (2) establishing a regular time to complete homework, (3) being available to provide help when their child is confused about an assignment, (4) helping the child develop ways to keep track of assignments in an organized manner, and (5) showing that they care about homework (and school in general) by asking questions about the lesson and insisting that he/she keep up with assignments.

#### **2. INTERIM REPORTS OF ACADEMIC PROGRESS**

Students experiencing problems in specific academic areas will receive progress reports during a particular grading period. If a student is experiencing a problem, the Interim Report will be used as a basis for conferencing and working out solutions for your child.

#### **3. REPORTING STUDENT PROGRESS**

Report cards are issued at nine (9) week intervals during the school year. The district grading scale for grades 3-5 is as follows:

<b>A</b> - Excellent	90 - 100	<b>S</b> - Satisfactory
<b>B</b> - Good	80 - 89	<b>N</b> - Needs Improvement
<b>C</b> - Average	70 - 79	<b>U</b> - Unsatisfactory
<b>D</b> - Below Average	60 - 69	
<b>F</b> - Failure	Below 60	

If you are concerned about your child's progress at any time, please contact your child's teacher at school to arrange a conference.

*Standards Based Grade Cards are used for Grades K-2. A scale of 1-3 will be used:*

- 3 – Meets the standard
- 2 – Progressing toward the standard
- 1 – Limited progress toward the standard

#### **4. CONFERENCES (ARRANGING A CONFERENCE)**

Parents are encouraged to attend the regularly scheduled Parent-Teacher Conferences. Your child's teacher will contact you to arrange a time.

If you need to talk to a teacher, please call, email or send a note to the teacher to schedule an appointment. This method will allow the teacher to set aside an appropriate amount of time to meet with you and will avoid interrupting classroom instruction time.

#### **5. PROMOTION AND RETENTION**

The promotion or retention of a student in any grade level should be in the best interest of the student. The first consideration for student retention is failing grades or minimum goals prescribed on the Individual Educational Program. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas and it is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program. According to board policy, the principal has the final say on promotion and retention.

### **B. ACADEMICS OUTSIDE OF THE CLASSROOM**

#### **1. ASSEMBLIES AND SPECIAL PROGRAMS**

Assemblies are held to supplement the regular school program. They are to educate as well as entertain students. Students are expected to behave in a courteous manner. Misconduct will result in loss of future assembly privileges.

#### **2. FIELD TRIPS**

Students will NOT be able to participate in field trips unless their online emergency medical form is complete. The parent's signature acknowledges that the parent is aware that the child will be away from school, is aware of the nature of the trip, and its purpose. The parent or principal has the right to deny participation. Classroom teachers will notify parents of field trips. Parents attending field trips will be doing supervision, so siblings are not allowed to "go along" on any field trip. According to board policy, the principal has the right to deny any parent from chaperoning other children.



## **SECTION III – STUDENT CONDUCT**

### **A. GENERAL RULES, PROCEDURES, AND GUIDELINES**

#### **1. BIRTHDAY PARTIES**

Although not required, some children have enjoyed celebrating their birthdays by bringing a treat to school for their classmates. The treats should be kept simple. Treats are to be eaten in the classrooms. Please check with your child's teacher before bringing or sending such treats. Due to carpeting there are special rules for some rooms about types of drinks that will be allowed. Please check with your child's teacher. Invitation to home birthday parties can only be handed out at school if the entire class is being invited or all boys/girls. If only part of the class is being invited, you will need to use the U.S. Mail to deliver the invitations. Schools will not release student addresses or phone numbers for birthdays or any other event.

#### **2. DELIVERIES FOR STUDENTS**

Deliveries made to school for students (such as birthday balloons, flowers, etc.) are discouraged and will be held in the office until the end of the school day. At that time, they will be given to the student. If your child rides a bus, they may be prohibited from taking the delivery home for safety reasons.

#### **3. TELEPHONE MESSAGES**

The office phones are not to be used by students except for school business or for an emergency. In cases of illness or emergency, the office personnel will make the necessary calls. Children are discouraged from calling home for forgotten items. We appreciate your support in helping your child accept responsibility for their work and supplies.

#### **4. CELL PHONES & ELECTRONIC DEVICES FROM HOME**

Students are prohibited from using cellular telephones or electronic communication devices (ECD) on school grounds, at school-sponsored events, and on school buses/vehicles provided by the district. Possession of a cellular telephone or other ECD is a privilege that may be forfeited if it is used/visible during the school day or on school-sponsored trips. Students may keep and/or turn on the device only with prior approval of the principal. The principal will determine where to store approved devices during the school day. The school is not responsible for any device that is lost or stolen.

#### **5. DRESS AND GROOMING**

Students are expected to come to school clean and well groomed. A student's appearance is one of the first and strongest impressions made on other people. We encourage all parents to make sure each student's school clothes are neat and clean. In general, any form of dress or grooming that constitutes a threat to a student's health or safety, interferes with the educational process, disrupts or is offensive, will not be tolerated.

Your cooperation is needed with the following: Shoes or sandals must be worn. Flip flops are discouraged. We do not permit short shorts; spaghetti straps; halter tops; crop tops or tops that do not meet/cover the top of the student's pants, shorts, or skirt; and

T-shirts or hats with inappropriate and/or offensive pictures or wording. Hats may be worn to school, but *must be removed when entering the building*. Students may wear shorts on days when it is appropriate. Hair must be neatly groomed and a natural color (*i.e.* not purple, bright red, green, orange, blue, etc). Pants or trousers of appropriate length are to be worn fastened around the waist (no sagging). Bib overalls are to be buckled.

Undergarments should not be visible. Belts are to be buckled and worn as apparel only. Make-up, while allowed, should not be applied at school. It is our aim to maintain an excellent reputation regarding the personal appearance of our student body. In today's permissive society, we still feel there is a need for decency of dress in certain places and school is definitely one of them. This is your school, and it is a good one. If dress or grooming causes a disruption or is of a disruptive nature, the parents may be called. Only with parent cooperation can we continue to administer and maintain high standards. The final decision on acceptable dress and grooming will be the responsibility of the principal and, if warranted, appropriate disciplinary action will be taken.

#### **6. GUM CHEWING**

Careless disposal of gum in drinking fountains, on furniture, and on floors presents a sanitation and cleaning problem and costly repair. Therefore, gum chewing is not permitted on any school property, including school buses. Only with permission and direct supervision will a child be allowed to chew gum on the premises.

#### **7. NO TOYS FROM HOME**

We are asking that all toys (toys, hand-held video and electronic devices, trading cards, etc.) be left at home unless the classroom teacher has asked that they be brought to school. Students bringing items for 'Show and Tell' should leave them in their backpack until in the classroom. After school, they should again be placed in the backpack and remain there until home. The school is not responsible for lost, stolen, or traded items.

#### **8. BICYCLE RULES AND ROLLER ITEMS**

The school is not responsible for any lost, stolen, or damaged bicycles. Riding a bicycle to school is a privilege that may be revoked if a student violates school rules. For your child's bicycle protection, it is suggested that your child have a lock for the bike. Due to safety concerns, skateboards, roller blades, scooters, roller skates, or wheeled shoes (Heelys) should not be brought to school without the approval of the principal.

#### **9. PLAYGROUND SAFETY RULES**

- 1) Show respect at all times for whomever (teacher/aide) is on duty. No talking back if corrected.
- 2) Be considerate of others.
  - a) Keep hands and feet to yourself.
  - b) No name calling.
  - c) Do not use bad language.
- 3) Play in designated areas only. To leave the playground, permission must be given by the adult who is supervising the playground.

- 4) Use playground equipment correctly. This could include:
  - a) Swings
    - i) Swing straight back and forth. Do not twist the swings. No underdogs.
    - ii) Do not stand in or jump from swings.
    - iii) One student should NOT push another.
  - b) Slides
    - i) Sit down with feet first.
    - ii) One student at a time when sliding down.
  - c) Teeters
    - i) Only seated teetering is allowed.
    - ii) Only one person on each end.
    - iii) No jumping off of or walking on teeters.
  - b) Jungle Gym/Horizontal & Climbing Bars
    - i) No pushing, shoving, flipping, or hanging upside down.
    - ii) These are for climbing and/or hand-walking only.
- 5) Games such as Kickball, KickBack, Soccer, Four Square, and HopScotch should be played in assigned areas.
  - a) Check with the teacher prior to getting balls that leave the playground area.

\*No tag games unless directed by the teacher. No toys from home are allowed on the playground.

#### **10. RESTROOM RULES**

1. Always use proper manners in the restrooms.
2. Always flush the toilets and/or urinals.
3. Help keep the floor, mirrors, and walls neat and clean.
4. Never write on the walls. (Pencils, crayons, and pens must be left in the classroom).
5. Throw paper towels in the wastebaskets—not in the toilets, sink, urinals, or on the floor.
6. Never stand on toilet seats or hang on support bars.
7. No more than five students at a time.

#### **11. CAFETERIA RULES**

All students eat their lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. Each student will learn and practice proper table manners as a part of his/her education. The following rules will be enforced:

1. Children will enter the cafeteria in a quiet, orderly manner.
2. Children will sit where assigned by the supervisor.
3. Children will remain seated until they are dismissed.
4. Children will not throw food.
5. Children will not talk loudly or turn around to other tables.
6. Sharing of food is not permitted.
7. Students are responsible for placing trays, silverware, paper and garbage in

- proper receptacles.
8. Children will use proper table manners at all times.
  9. Soft drinks or food from fast food restaurants are not permitted in the cafeteria.

## **B. POLICIES & SANCTIONS**

### **1. STUDENT CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. To address student misbehavior, the Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

### **2. DISCIPLINE**

It is expected that parents will support the teacher and reinforce the school and classroom rules and procedures.

Each teacher will have consequences for classroom misbehavior that may include reprimand, isolation within the classroom, counseling, and the withdrawal of privileges. If a student's behavior repeatedly does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the parent. If this is not successful in correcting the student's behavior, the following steps may take place until the problem has been corrected: (1) Student referred to principal for conference. (2) Conference with principal, teacher, and student (3) Removal from school until a conference with parent, teacher, principal, and student can be held. At this conference, a plan to correct the student's behavior will be devised. (4) Suspension from school. A student may be legally suspended from school for up to 10 school days. (5) Expulsion from school for the

remainder of the semester.

### **3. DIGNITY POLICY**

Name calling related to physical handicaps or defects, mental handicap, race, clothing, or any other reason is unkind, and therefore, not acceptable behavior.

### **4. HARASSMENT AND BULLYING**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct, which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, aggressive, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, aggressive, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student or a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

**Harassment, intimidation, or bullying behavior by any student/school personnel in the Defiance 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 House Bill 276, 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/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any 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 student/school personnel 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 student/school personnel.**

The Superintendent shall establish administrative guidelines to address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places.

## **5. FIGHTING**

Fighting at school cannot be tolerated. Fighting usually stems from rough play which gets out of hand, some misunderstanding or miscommunication between students, or instigation by a third party.

When a fight occurs, we do not dwell on who started it. Almost always, both fighters are at fault. Our approach is to help the fighters defuse their anger, work out their differences, and find ways to avoid the problem in the future. However, if a student persists in fighting, he/she will face suspension from school.

## **6. GANG POLICY**

The Defiance City Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students in that building and causing disruption to the academic process. Gang activities also create an atmosphere of intimidation in the entire school community. In order to ensure safe and violence free schools, the board of education established the policy that gangs and gang activities are prohibited in the Defiance City Schools.

**DEFINITION:** A gang is any identifiable group or club who display or communicate membership in that group and whose purposes include the commission of illegal acts or the violation or disciplinary rules of the Defiance City Schools.

**PROCEDURES:** In accordance with the safe school act of 1994, no student on school property, to or from school, at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with any gang.
2. Engage in any act that furthers the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting membership in, or affiliation with any gang.
  - b. Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - c. Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols or signs on one’s self, school property, or personal property.
  - d. Using hand gestures for gang “signing”.
  - e. Engaging in violence, extortion, or any other illegal act or other violation of school property.
  - f. Soliciting any person to engage in physical violence against any other person.

**INTERVENTION:** It is believed that early intervention in the gang activity process means less destruction for the student who may be harmfully involved. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials will exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and communities.

The removal of gang related graffiti shall be a priority in maintenance of school property. After police notification, all such graffiti on school or personal property shall be removed or covered within twenty four hours of its first appearance to school officials, or as soon as possible, unless additional time is needed to obtain replacements for damaged items. School officials will work closely with local law enforcement officials in controlling gang related activities.

**VIOLATION OF POLICY:**

Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties. School administrators will confiscate materials and report any acts of gang related activities to local law enforcement authorities and parents and/or guardian(s).

**NOTE: ADDITION TO DRESS CODE:**

1. No bandannas may be worn or in student's possession.
2. Pagers are not allowed on school property. They will be confiscated and turned over to local law enforcement officials.

**7. STUDENT DISCIPLINE CODE OF CONDUCT (O.R.C. 3313.661)**

Defiance City Schools do not allow violent, disruptive, or inappropriate behavior by its students. Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action, suspension, emergency removal, and/or expulsion:

**RULE 1. Disruption of School:** A student shall not by use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

**RULE 2. Damage to School Property:** A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials. Parents are liable up to the amount provided by law plus court costs for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents to perform community service for the District instead of payment of the damages.

**RULE 3. Damage to Private Property:** A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

**RULE 4. ASSAULT:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

**RULE 5. Dangerous Weapons & Instruments:** The board of education is committed to providing the students of the Defiance City Schools with an educational environment that is free of the dangers of firearms, knives, and other dangerous items. A student shall not possess, handle, transmit, or conceal any instrument capable or appearing to be capable of causing serious bodily injury to a person. The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. All toys or objects that resemble weapons may be considered a weapon. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Included in this prohibition would be the use of chemicals and gases, including mace, firecrackers and smoke bombs.

**RULE 6. Narcotics, Alcoholic Beverages and Drugs:** The Board will not permit any student to possess, transmit, conceal, consume, show evidence of being consumed, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look alike drugs, or mind altering substances while on school grounds or facilities; at school sponsored or sanctioned activities or events away from or within the District; on any public or private party during scheduled school hours including recess, lunch and class changes; in other situations under the authority of the District or in school owned/leased or other school approved transportation vehicles; or within sight of the school. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of any of the items listed above. If there are reasonable grounds for suspecting that a search will turn up evidence, the principal or designee may search the student’s personal effects and the student’s person. Lockers and desks are the property of the school and may be searched by school officials at any time.

**RULE 7. Tobacco:** A student shall not use tobacco on school property or in attendance at a school-sponsored activity.

**RULE 8. Repeated Violations:** A student shall not repeatedly fail to comply with directions of any authorized school personnel during any period of time when the student is properly under the authority of the school personnel (Curricular or Extracurricular).

**RULE 9. Insubordination:** A student shall not disregard or refuse to obey reasonable directions or requests given or made by school personnel.

**RULE 10. Profanity and/or Obscene Language:** A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

**RULE 11. Truancy and Tardiness:** Truancy is declared when a student is absent from school or assigned area without school authorization. Excuses from school must meet



the State and Board of Education conditions as outlined in the student handbook under absence. In cases of absence in excess of fifteen (15) days a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of Rule 8.

**RULE 12. Theft:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

**RULE 13. Repeated Use of Inappropriate Dress:** A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process.

**RULE 14. Use of an Object as a Weapon:** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on.

**RULE 15. Falsification of School Work, Identification, Forgery:** Plagiarism and cheating are forms of falsification and may subject the student to academic penalties as well as disciplinary action

**RULE 16. Public Display of Affection:** Public display is prohibited on the campus at Defiance Elementary School.. Disciplinary consequences, such as detentions, DLC or suspension, may be assigned for Public Displays of Affection (PDA) such as hand-holding, hugging, or kissing.

## **C. STUDENT RIGHTS**

### **1. DUE PROCESS RIGHTS**

To safeguard a student's constitutional rights, particularly when subject to the District's disciplinary procedures, the following is in effect. Students subject to suspension will be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final. Students subject to expulsion will be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her parent or guardian shall also be provided a brief description of the student's rights and of the hearing procedure. The board shall act on any appeal to an expulsion.

### **2. ADMINISTRATIVE APPEAL DESCRIPTION**

Even though Defiance City Schools strive to remain open and fair, we recognize that from time to time situations involving conflicts do occur. To assist the district in becoming uniform in handling such incidents, the board of education adopted an administrative appeal form. In an effort to help our students and parents in understanding the correct procedure in dealing with any concern, the form is included in this handbook. We encourage you to read the form, and ask that you call us with any questions.

## **SECTION IV – FORMS**

### **Defiance City Schools Administrative Appeal**

Your concern should first be discussed with the originating staff member. If no resolution is found at the first level, please complete this appeal form, making sure to include all pertinent facts, and submit to the appropriate administrator. If you need assistance in determining the correct administrator for level 2, please call 419.782.0070. You will receive a written response from the administrator within five (5) days. Our entire appeal process is as follows:

1 <sup>st</sup> level	Staff member (verbal)	4 <sup>th</sup> level	Superintendent
2 <sup>nd</sup> level	Administrator (appeal form)	5 <sup>th</sup> level	Board of Education
3 <sup>rd</sup> level	Assistant Superintendent		

Please note, failure to follow the above outline of the district's appeal process could cause your appeal unnecessary delays.

---

To: \_\_\_\_\_ Building/Dept: \_\_\_\_\_  
*Administrator's Name*

Date incident occurred: \_\_\_\_\_

Name of staff member you discussed your concern with:

\_\_\_\_\_

Date you discussed your concern: \_\_\_\_\_

Did you talk with the staff member in person or by telephone?

\_\_\_\_\_

---

Please state your reason(s) for this appeal. (Use additional paper as needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What remedy do you propose in regard to this appeal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Date appeal was received by administrator: \_\_\_\_\_

# Authorization for Non-Prescribed Medication or Treatment

(Elementary Version)

To the Parent: \_\_\_\_\_

The following information is necessary for any student to use non-prescribed medications in school. (All spaces **must** be completed.)

\_\_\_\_\_  
Name of Student

Address \_\_\_\_\_

Defiance Elementary School

School

\_\_\_\_\_  
Grade

A. I am requesting permission for my child named above to: (check one or both)

\_\_\_\_\_ Use or receive the following over-the-counter medication(s)

• Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

• Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_ self-administer such medication(s) in the presence of an authorized staff member.

***Check Option 1 or 2 below:***

\_\_\_\_\_ 1. Self-administer such medication(s) in the presence of an authorized staff member.

\_\_\_\_\_ 2. Keep the cough drops in possession and use as needed.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

D. Our physician has instructed that this medication should be administered in the above designated dosage.

E. I release and agree to hold the Board of Education, its official, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

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**Authorization for Staff**

The following staff members are authorized to administer the above prescribed medication(s)/treatment(s):

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Principal

# Vacation Form

(Please give a week's notice)

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

This student will be going on a family vacation from \_\_\_\_\_ through \_\_\_\_\_.

Teachers: Make-up work (for credit) will be given to all students who are absent for any reason except students who are absent due to truancy, out-of-school suspension, or expulsion. The length of time for completion of make-up work shall be commensurate with the length of the absence plus one additional day. *Please give the date when the make-up work must be complete:* \_\_\_\_\_

---

The student has shown me this notification and I have shared the above information with the student.

Classroom Teacher's Signature \_\_\_\_\_

Resource Teacher's Signature \_\_\_\_\_

Title I Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

The student/parent's responsibility:

1. Get this form from the office.
2. Have teachers sign the form.
3. Turn the form back into the office at least 5 days before the first day of vacation.
4. Follow the teacher's instructions regarding make-up work.

The completed original will be placed in the student's permanent record. Copies will be given to the teacher and parent.