

**MALVERN ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK**

**2017-2018**

**(330) 863-1355**



**MALVERN AT A GLANCE:**

**School Colors- Green and White**

**Team Name- Hornets**

**Sports Affiliation- Inter Valley Conference (IVC)**

**MALVERN HIGH SCHOOL ALMA MATER:**

***OUR ALMA MATER, PROUDLY WE HAIL THEE  
HALLOWED YOUR THOUGHTS BE, WE SHALL CHERISH YOU  
AND WITH SCHOOL DAYS OVER, PROUDLY WE STAND  
HAIL TO THE STATELY HALLS OF MALVERN HIGH***

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## **STUDENT/PARENT HANDBOOK**

The Malvern Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, age, handicap, or national origin in employment, and in the educational programs and activities that it operates.

The Superintendent will coordinate the efforts of the Brown Local Schools to comply with the requirements of Title IX. Any information regarding failure to comply with Title IX guidelines should be directed to the *Attention of the Superintendent, Brown Local Schools, 3242 Coral Rd NW, Malvern, Ohio 44644.*

This Handbook has been adopted by the Brown Local Board of Education.

### **Objectives of Malvern Schools**

1. To encourage each student to work to a level of achievement commensurate with their ability.
2. To encourage students to examine their own values.
3. To aid in the development of students the ability to make decisions and to assume the obligations that accompany the rights and privileges of the individual in a democratic society.
4. To develop an understanding and respect for the individuality of others.
5. To encourage students to keep abreast of current affairs and be able to use this knowledge in relation to everyday living.
6. To encourage students to continue their learning beyond high school whether it be a practical, academic, or vocational nature.
7. To promote a cooperative effort among the students, staff, and administration within the high school.

# 1 Elementary School Day

## 1.1 Arrival and Dismissal

The elementary school day begins at 8:25 am and ends at 3:10 pm.

Doors will open at 8:10 am with school beginning at 8:25 am.

Students should arrive at school no earlier than 10 minutes prior to the doors opening (8:10 am). Students should report to breakfast upon entering the building. Exceptions to this should have the prior approval of a teacher or administrator who will take charge of the student at the time of arrival.

Walkers and car riders will be dismissed at 3:10 pm and bus riders will be dismissed at 3:15 pm.

**Students who walk or are dropped off by parents are advised to arrive as close to the start of the school as possible. There is no outside supervision until 10 minutes before school begins and the school cannot be responsible for those children dropped off early. Car riders should be dropped off and picked up in the designated/supervised area. When dropping off, parents should continue to exit through the line and not remain parked. For safety, students will not be released until they are picked up in that area.**

**Also, students are never to be dropped off/picked up in the area designated for buses.**

## 1.2 Hall Conduct

In the interests of safety and education, it is imperative that the halls be kept quiet when changes of classes occur or whenever students are in the hallway. Shouting, running, pushing, etc. will not be tolerated at any time.

## 2 GENERAL INFORMATION

### 2.1 Achievement and Ability Testing

Standardized achievement testing is given to students in grades K-5 at various times during the school year. Our school gives all achievement and diagnostic tests which are required by the **No Child Left Behind Act**.

### 2.2 Brown Local Student Fees

Fees may be assessed in those specialized classes where a more than average amount of consumable/non-consumable supplies are used by those students enrolled. Generally, fees are not refundable. Fees should be paid prior to the end of the first marking period. Grades may not be issued until all fees are paid. A student will not be permitted to participate in graduation exercises until all fees are paid.

The fee schedule is subject to change. Of course, changes will only be made to offset increases in supplies and materials.

### 2.3 Textbooks

Both textbooks and library books and materials are property of the Brown Local Board of Education. These materials are loaned to you so as to expedite your academic success. Books and materials loaned to you, the student, are entirely your responsibility. Lost or damaged books and materials will result in the assessment of a fee or fine. The student is responsible for the safekeeping of loaned books and materials, not the teacher or the school.

Grade reports will be withheld from students/parents where an unpaid fee or fine exists. More importantly, students who owe fees or fines will not be permitted to participate in graduation ceremonies.

### 2.4 Announcements and Bulletins

All regular announcements will be made by the PA system. Organizations and students who wish announcements to be included must have the announcement to the elementary school office secretary by 12:00 on the preceding day. All announcements must be approved by a faculty member or an administrator.

## **2.5 Bulletin Boards**

All items posted on any of the bulletin boards or other areas (walls, doors, etc.) in the school must have the approval of the appropriate teacher or the building principal.

## **2.6 Telephone Use**

Students will not be called to the phone EXCEPT in the case of an emergency. Office personnel will take and deliver any emergency messages. School phones are for business use only. School phones are not to be used by students without permission from the principal's office. **Cell phones are not to be used at any time during the day by students unless directed to do so by a faculty member and in the presence of that teacher.**

## **2.7 Assemblies**

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies may be required of all students.

## **2.8 Lost and Found**

All clothing found is to be turned in to the office as soon as possible. Articles not claimed will be donated to charity (generally at the close of each semester).

Books are also to be turned in to the office as soon as possible. These books are then returned to the appropriate teacher. If you lose your book, ask your teacher about it.

Valuable items that are found should be turned in to the Main Office immediately. These items will be held in the office until the close of the school year.

## **2.9 Visitors**

All visitors should report directly to the Main Office. Visitors during the school day are discouraged so that educational processes will not be disrupted. Visitors may be permitted, with prior permission from the principal. School age visitors will be permitted if they are accompanied by a parent or guardian and are contemplating entrance into Malvern Elementary School. Visitors must make arrangements with the principal at least 24 hours before the visit and receive a visitor's pass in the Main Office.

## **2.10 Immunization Requirements**

All students are required to be fully up to date with immunizations in accordance with state guidelines:

- 4 DPT (diphtheria-pertussis- tetanus) - if 4th dose was before 4th birthday, a 5th dose is required
- 3 Polio Vaccines - if 3rd dose was before 4th birthday, a 4th dose is required
- 2 Measles Vaccine - 2 Mumps Vaccine - 2 Rubella Vaccine (MMR)
- 3 Doses of Hepatitis B

## **2.11 Medication at School**

Written request must be given to the school office from the parent/guardian regarding non-prescribed medicine. Medicines that are prescribed by a physician require written request from the parent/guardian AND the physician before any medication may be administered by school personnel. Forms are available at the school and must be completed prior to administration of any medication. In the event it is necessary for a student to take medication during school, the student should first report to the school office. Other information regarding specifics of the medication, dosage, times, etc. must be provided to the school office.



## **2.12 Illness at School**

If you become ill during the day, obtain permission to go to the school office. Upon verification, the office will call home to see if an adult from your emergency contact card is able to pick you up. The student must be signed out by the adult before leaving the building. Students are not to make their own arrangements to go home when not feeling well by calling out on a cell or school phone. A current emergency medical form/ contact card **MUST** be on file in the office.

## **2.13 Fire and Tornado Drills**

Check the instructions posted in each classroom indicating how to exit the building during periodic fire and tornado drills. In addition, each of your instructors will provide you with safety guidelines appropriate to their areas of the building. Remember to walk, remain quiet, and proceed quickly without talking to the designated area.

# **3 STUDENT CONDUCT**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all rules. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

All students attending Malvern Schools are expected, at all times, to exercise self-control and conduct themselves as young ladies and gentlemen. What constitutes proper conduct depends on the age of the individual whose conduct is being judged and the situation. Spirited play coupled with enthusiastic vocal support is expected on the athletic field and basketball court. The same conduct in classrooms, halls, study hall, etc. is entirely out of place. Purposeful activity and expression are essential and desirable. On the other hand, truancy, unauthorized absence from class, defacing of school property, insolence to teachers, smoking, willful disobedience, obscenity,

fighting, vandalism, drugs, etc. are considered serious school offenses and will not be tolerated.

## STUDENT CONDUCT continued

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, such as detention, mandatory counseling, community service, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

### **Surveillance Cameras**

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on those cameras may be used as evidence in disciplinary actions. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **3.1 Misconducts for which SUSPENSION may be imposed:**

To be suspended from school means that while you are suspended you are not allowed to come to school, attend classes, attend or participate in extracurricular activities, or be on school property. While under suspension, a student is responsible for make-up work missed due to the absence.

1. Smoking or use/possession of tobacco substance and or paraphernalia
2. Violation of school policies pertaining to appearance and dress
3. Truancy, tardiness, class-cutting
4. Profane, vulgar, or other improper language or gestures
5. Insubordination
6. Disrespect toward school personnel
7. Failure to accept discipline or punishment
8. Fighting
9. Hazing
10. Harassment
11. Violation of bus conduct requirements
12. Serious violation of driving and parking regulations
13. Commission of any of the acts of misconduct dealing with grounds for expulsions

14. Violation of Board of Education policies or school rules, including use of computers, etc
15. Threatening or intimidating school personnel or students

**3.2 Misconducts for which EXPULSIONS, or in a proper case, SUSPENSION may be imposed:**

1. Disruption of school
2. Damage, destruction, or theft of school property
3. Damage, destruction, or theft of private property
4. Assault on or abusive language toward a school employee
5. Assault on or abusive language toward a student or another person
6. Weapons and dangerous instruments
7. Narcotics, alcoholic beverage, stimulant drugs and counterfeit controlled substance
8. Trespassing
9. Failure to comply with directives; repeated acts of misconduct
10. Misconduct away from school
11. Violations of bus conduct requirements
12. Lewd or immoral conduct
13. Fighting
14. Any other misconduct deemed inappropriate by the school administration
15. Threatening or intimidating school personnel or students

**Due Process**

Students are granted the right to due process procedures when disciplinary sanctions reach the levels of out of school suspension or expulsion.

The student will have a conference with the principal, the right to receive notice of intent to suspend with reasons and have an opportunity to explain and/or refute the allegations. Parents will receive a written disposition and will have the right and opportunity to appeal a suspension.

### **3.3 Disrespect**

All school personnel should be addressed in a proper manner (Mrs. Mr. or Miss )

Disrespect, threats or intimidation, either verbal or written, in any form to a school employee may result in disciplinary action. This includes but is not limited to talking back and/or any disrespectful comments or gestures or other degrading action directed at or about any school employee. Students may be subject to school discipline for any harassment, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time occurring either on or off school property.

### **3.4 Disruptive Behavior**

No student shall attempt to disrupt school in any manner. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. To attempt and/or succeed to do so may result in disciplinary action.

### **3.5 Truancy / Tardiness from School**

When a student is absent from school or class without the knowledge and permission of the parent/guardian, he/she is considered to be truant from school.

**“Habitual Truancy”** means absences without legitimate excuses from the public school the child is suppose to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours or more in a school year.

**“Excessive Absences”** includes absences of 38 or more hours in one school month or 65 or more hours in one school year with or without legitimate excuses.

### **3.6 Leaving School Grounds**

Students leaving school grounds without permission from the office may result in disciplinary action.

### **3.7 Failure to Account**

Leaving school or class without permission, failure to account for one's self may result in disciplinary action.

### **3.8 Fire Alarm**

Sounding a false alarm may result in a ten day at home suspension. Subsequent violations may result in an expulsion. Criminal prosecution may also result from a referral to the Fire Marshall and/or local law enforcement agencies.

### **3.9 Firearms, Explosives, or any Other Dangerous Weapons**

Possession, handling, transmitting, concealing and /or use of firearms, explosives or any other dangerous weapon or instrument may result in a ten day out-of-school suspension and range up to expulsion. In addition, referral to the proper law enforcement agency will also be pursued. This policy treats "look-alike" weapons such as starter pistols, air guns, and stun guns as though they were real weapons.

### **3.10 Forgery - Lying - Plagiarism - Cheating**

Forging or use of unauthorized excuses or any school form, lying, cheating, or plagiarism may subject the student to academic penalties as well as disciplinary action.

### **3.11 Gambling**

Students are not permitted to participate in the act of illegal gambling on school grounds.

### **3.12 Swearing and Abusive Language**

Vulgar language and/or abusive language or gestures toward a student or school employee shall not be tolerated.

### **3.13 Theft ( Extortion )**

All students are expected to respect the property of others. Failure to do so may result in disciplinary action. This would include entering the property of others, to stealing, and attempted stealing from others. Referral to proper law enforcement agency and restitution could also result.

### **3.14 Failure to Accept Discipline or Punishment**

Failure to accept discipline or punishment may result in further disciplinary action.

### **3.15 Trespassing**

A person found on school grounds in violation of Board of Education Policy, adopted pursuant to State Law. The Policy reads:

*“All visitor entering the school ground during school hours must report to the building principal. Any persons on school grounds after school hours without authorization shall be considered trespassers subject to prosecution.”*

### **3.16 Misconduct Away from School**

Any student participating in or attending a school function shall be governed by the same rules as students on school property. This shall include attendance at Malvern School events at other schools or in other locations.

### **3.17 Show of Affection**

Students shall not display affection in such a manner as to prove embarrassing to themselves, students, staff members, or visitors to the building.

### **3.18 Hazing, Harassment or Degrading Acts, Threatening Behavior**

A student shall not engage in any act either verbal or written which harasses or degrades, threatens or intimidates another student in any way. This would include, but is not limited to: verbal or physical intimidation, unwelcome sexual advances and/or sexual remarks, inappropriate physical contact, racial or ethnic slurs.

**It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is victim of any unwanted sexual actions or comments or derogatory statements concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the school administration. All reports shall be kept confidential and shall be investigated as soon as possible.**

**Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.**

### **3.19 Chemical Use / Dependency / Intervention Policy**

No students shall possess, use, or be under the influence of an unprescribed chemical (alcohol or drugs) on school grounds, within sight of the school, or during school sponsored activities.

### **3.20 Damage to Property / Vandalism**

A student shall not cause or attempt to cause damage to the property of another (public or private) on school premises, or at any school activity on or off school grounds. Under Ohio Revised Code Section 2090.05, any student found vandalizing school property will be assessed the property damages and subject to discipline ranging from suspension to expulsion from school. This will also include a filing in the appropriate court. Damage or destruction of property would include deletion of computer files and by knowingly introducing viruses into the files.

### **3.21 Fighting**

Fighting or instigating a fight on school property or any school activity will not be tolerated.

### **3.22 Assault**

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to another.

### **3.23 Smoking or Use, or Possession of Tobacco Substance**

Smoking or the use or possession of any tobacco substance on school grounds, within sight of the school, or at school sponsored functions (events) are prohibited. This rule applies both during the school day and other than the normal school day.

### **3.24 Procedures for “Suspected” Chemical Use**

- After a concern is expressed to the Principal from more than one source, including a parent, teacher, counselor, coach, or by several friends of a suspected student (which may remain anonymous), behavior tracking forms will be filled out by the suspected student’s teachers and returned to the Principal.
- A CORE team conference will be held to review the data collected and determine if the student and/or parents should be confronted with the suspected chemical use/abuse problem.
- The student and student’s parents may then be informed by the Principal of the school’s concern about his/her behavior and given a copy of the Intervention Policy



**The Brown Local Board of Education recognize that chemical dependency and abuse is a treatable health problem and a serious concern for both school and community. We have the responsibility of working with the total community in the areas of education, prevention, and intervention. Chemical use, abuse, and dependency interfere with behavior, learning, and the fullest development of each individual.**

**Disciplinary measures (suspension / expulsions) and recommendations for help (counseling, assessment, treatment) will be used as necessary in an effort to help young people lead healthy, chemical-free lives. Anyone with questions or concerns should contact the school and ask to speak with an administrator.**

### **3.25 Failure to Provide Proper Evidence**

Willful failure to cooperate with school staff or authorities in the giving of information regarding violation of the Code of Conduct of Malvern School may result in disciplinary action.

### **3.26 Code of Dress**

It has been found by experience that a pupil's behavior is a reflection of his or her way of dress. It is felt that pupils should dress neatly and practice personal cleanliness at all times.

In general, school dress should be such that insures health, welfare, and safety of the members of the student body and school staff. School dress should enhance a positive image of school and its students. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

*Students should consider the following questions when dressing for school:*

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)

- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

**The following styles or manners of dress are to be observed:**

1. Hair must be clean and well groomed, and should not be combed in manner so that it covers the eyes nor of a length that would present a safety or health problem. **Mohawks and tails are NOT permitted hair styles in the Elementary School. Hair dyed unnatural, bright or unusual colors or fashioned in an unusual manner or that causes a disruption is NOT acceptable. Makeup is NOT permitted. Students are NOT permitted to use cosmetics in classes, restrooms, lunchroom, or playground.**
2. Shirts that have undergarment appearance (ex. For boys: tank tops, muscle shirts; ex. For girls: spaghetti straps, straps less than 2" wide, halter tops, etc.) shall NOT be worn. Sleeveless shirts and dresses are permitted for girls providing that they do not expose any undergarment and are modest in cut. Bare backs and/or bare midriffs are NOT permitted.
3. All trousers, jeans, and slacks must be neat and in good condition and of proper fit. Sagging pants are inappropriate. All pants and shorts should be worn at the appropriate height and fastened to stay over the waistline. Pajama or flannel pants are NOT permitted unless special permission is given due to health or safety reasons.
4. Shorts must be hemmed, loose fitting, but not over-sized, and NOT shorter than fingertip length. Short shorts, gym shorts, cutoffs, boxer shorts, etc. are NOT permitted. Dresses, skirts, shorts, etc. must also conform to the above guidelines for fit and length.
5. Proper footwear is required at all times to insure health and safety. For this reason, we are instituting a **NO wearing of flip-flops** rule.
6. **NO wearing of hoods pulled up**, sunglasses, or hats are to be worn inside the school building during the school day.
7. **Visible** pierced jewelry will be limited to the ear only during school hours. The use of spacers in the piercing is NOT permitted during the school day.
8. Jewelry or clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, violence, alcohol, sex, gangs, will NOT be permitted to be worn. Obscenities (stated or implied) will NOT be permitted. Any clothing, jewelry, wallet chains, chains, insignias, etc. relating to gangs or disruptive

groups or determined by the administration as a potential weapon will NOT be permitted.

9. Outerwear jackets, coats, are NOT permitted in the classrooms, gymnasium, or cafeteria during the school day.
  
10. Special programs, extra-curricular activities, co-curricular activities, athletics, band, work-study programs, etc., may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance to the public.
11. Clothing that has tears, cuts or holes, **above mid thigh or that are extreme in nature or lack of cleanliness** are NOT permitted.
- 12. As no dress code can keep up with the ever changing world of fashion, the administration reserves the right to make any and all final decisions in regards to what is not acceptable to this dress code.**

**THIS IS THE ONLY WARNING YOU WILL BE GIVEN REGARDING DRESS CODE.**

**Any school time missed as a result of a dress code violation --- being sent home to change clothes, time out of class, etc., will be considered unauthorized. Other disciplinary consequences may also apply.**

### **3.27 Academic Integrity**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. It is academically dishonest for a student to take credit for work or information received from other students. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information. It is expected that in testing situations, students will only use such materials as have been previously approved by the teacher. Students who violate this standard of integrity may fail the assignment involved and may be assigned further disciplinary action.

### **3.28 Repeated Acts of Misconduct**

Students who repeatedly fail to conform to established rules and regulations as listed in the Student Handbook and the Code of Conduct are subject to further disciplinary action. Failure to accept directions or discipline would include provisions incorporating the guidelines for using school computer equipment. The further action may include suspension from school, expulsion from school and the appropriate court action.

### **3.29 Setting Unauthorized Fire**

No student will set or attempt to set a fire (or use fire in an unauthorized manner) on school property or at school activities, whether on or off school property. Violation of this rule may result in disciplinary action ranging from a ten day suspension to expulsion from school. Circumstances may warrant criminal prosecution.

### **3.30 Electronic Games, Trading Cards, Toys, etc.**

Students are NOT permitted to bring CD players, iPods, tape players, MP3 players, or handheld computer games, unless given permission by a staff member. Students who bring these items without permission will have them taken and the item will be sent to the office. A parent will need to pick up the item at the office. The same rules apply for trading cards of all types. The care of devices and cards are not the responsibility of the school staff.

### **3.31 Assistance in Rule Violation**

No student is permitted to intentionally assist another student in the violation of school rules. This does not require direct participation in the rule violation.

## **4 SCHOOL ATTENDANCE**

### **4.1 Legal Responsibilities for School Attendance**

Ohio State Law provides that a child between 6 and 18 years of age, inclusive, is of compulsory school age. The parent/guardian or any other person having care of a child of compulsory school age shall instruct him, or cause him to be instructed as provided in the Revised Code, unless he is employed on an age and schooling certificate with permission of the Brown Local Board of Education, or shall have been determined to be mentally incapable of profit from instruction.

### **4.2 Attendance Regulations**

#### **1. Reporting Absence from School:**

When a student is absent from school, the parent/guardian should phone the office at 330-863-1355 to report the absence. If no contact is made, the attendance secretary will contact the home to verify the absence and inform the principal of possible truancy.

#### **2. Attendance Regulations:**

Students reporting to school after 8:25 am but before 8:45 am will be considered Tardy to school with the following exceptions:

- Medical appointment with a doctor's medical slip turned in upon signing in to school
- School related reason

- Other reasons approved by the Principal

Students reporting to school after 8:45 am but before 12:25 pm will be counted absent ½ day.

Students signing out before 12:25 pm that DO NOT return to school will be counted absent the entire day.

Students signing OUT BEFORE 12:25 pm that DO return to school, may be charged with only ½ day of absence as determined by the Principal. Appropriate forms from medical personnel presented upon signing in will be of great assistance in the determination.

Students signed OUT AFTER 12:25 pm will be counted absent ½ day.

Students signed OUT AFTER 2:50 pm will be considered a Non-Absence.

### **3. Return To School After Being Absent:**

- In accordance with state statute, the school requires from the parent of each student or from an adult student who has been absent from school or from any class, a *Written Statement* of the cause for such absence. The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Therefore, the principal may require a written physician's statement verifying the reason for your absences from school. Failure to provide a physician's statement may result in the absence being considered unauthorized.
- The Attendance Secretary will determine whether or not your excuse is valid and if your absence will be recorded as authorized or unauthorized. If a written excuse is not brought in by the second day back, the absence will then be unauthorized. (Special situations may warrant deviation from this time period.)

The Revised Code, House Bill 410 deals with absence from school. The State Board of Education has adopted regulations governing absences that are within the framework of the Revised Code. The Malvern School abides by these regulations and accepts the following excuses for absence. A written excuse for absence from school may be approved only on the basis of any one or more of the following conditions:

**Authorized Absences:**

- A. PERSONAL ILLNESS- Certificate from the doctor may be required
- B. ILLNESS IN THE FAMILY- The absence under this condition shall not apply to children under 14 years of age
- C. QUARANTINE of the home
- D. DEATH OF A RELATIVE
- E. WORK AT HOME due to absence of parents/guardians
- F. RELIGIOUS HOLIDAY

**Additional Authorized Absences:**

- A. FIELD TRIPS - Approved field trips or class trips supervised by a certified teacher, will not count as days absent

**Unauthorized Absences:**

Any student compiling 3 unauthorized absences in a 9 week grading period may be subject to disciplinary action. Continued unauthorized or excessive absences after prior warning may result in court referral and/or further disciplinary action on the part of the administration to correct the behavior. Absences deemed unauthorized may adversely affect a student's grade. A student may be considered truant each day he/she is absent without excuse from his/her assigned location.

- A. No note or phone call from parent/guardian
- B. Car trouble of any kind
- C. Oversleeping
- D. Missed bus
- E. Traffic jam except in emergency situations
- F. Attending athletic events during school time
- G. Going hunting during school time
- H. Other events / activities deemed unauthorized by the administration

**Limit On Absences / Truancy**

Truancy interrupts the correct progression of a student's educational (learning) process and should be discouraged by parents/guardians. Truancy from school is deemed to be a serious problem that could result in suspension or expulsion from school. Students and/or parents/guardians involved in school truancy incidents may be referred to the appropriate judicial (court) authority.

**Written Notification of Absences:**

- Thirty (30) or more consecutive hours of absences, a written notice may be sent indicating the absences
- Forty-Two (42) or more hours of absences in one school month, a letter emphasizing the need and the importance of attendance may be sent. *\*Future absences may require a medical support statement.*
- Seventy-Two (72) or more hours in a school year, *a medical support statement will be required.*
- Habitual Truancy may involve filing a complaint against the student and parent/guardian with juvenile court.
- Written notice may be sent indicating Excessive Absences which includes absences of 38 or more hours in one school month or 65 or more hours in one school year with or without legitimate excuses. Excessive absenteeism for any reason can impact a child's achievement and basic skill level. Truancy may also result in consideration for retention.

**4.3 Church Attendance**

Students must bring a note from home in advance if they wish to be authorized from school to attend church services outside of school time.

**4.4 Dismissal of Individual Pupils During the School Day**

**All requests to leave school before the close of school hours must be made in writing by a parent or guardian to the principal or other designated representative.**

**4.5 Errands by Pupils**



No pupil shall be sent from the school building during school hours to perform an errand or act as messenger except with the knowledge and approval of the principal and then only for urgent and necessary school business and with permission of the pupil's parents.

#### **4.6 Make-Up Work**

Make-Up work due to an absence must be completed promptly. Responsibility lies with the student so far as arranging for and performing the necessary work. The time allotted for make-up work shall not exceed one day more than the period of absence.

#### **4.7 Family Vacations During the School Year**

Parents are *encouraged* NOT to take their child out of school for vacations. The purpose of this procedure is to accommodate parents who find it necessary to take their vacation during the school year. Parents **MUST** submit a written request to the school office. It may be possible for the student to receive certain assignments that are to be completed during the trip. When the student returns to classes, he/she will assume full responsibility for all tests and assignments.

### **5 PHYSICAL EDUCATION**

#### **5.1 Physical Education**

Elementary Physical Education is a learning experience as well as a recreational experience. The safety of the children during Physical Education is of utmost importance. Therefore, the following rules are always observed in class:

1. Gym shoes must be worn
2. No jumping off the stage
3. Medical problems such as poor sight, diabetes, kidney, or other problems are always considered if the teacher is aware of them
4. Doctor's excuses for any reason are always accepted

5. After absences due to surgery, fractures, or of other serious nature, a release slip from the doctor is required to resume physical education activities
6. Written parent requests to excuse a child from gym are honored for two gym periods upon returning from absence due to illness. A medical excuse is required for longer requests.

## **5.2 Parental Excuses for Physical Education**

Parental requests are honored for one to two days after the return from illness in regard to physical education and outside activities. A medical excuse is requested for longer periods of time. All medical excuses are to be presented to the Attendance Office, where a pass will be written to excuse you from participating in physical education during the time designated by the doctor. Students must report to the class during this time period. Phone call requests are accepted but parents are requested to confirm the excuse in writing. Students authorized from physical education class physical activity will be required to attend class and participate in an alternative physical education program.

# **6 CAFETERIA**

## **6.1 Lunch Periods**

All students are afforded a lunch period. The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students are required to eat in the school cafeteria and remain in assigned area during their lunch period. All food is to be consumed in the cafeteria.

**The large majority of students need no instructions on how to behave, but it should be made clear that all are expected to exhibit good manners, talk in normal tones, remove food scraps and eating utensils to the proper receptacles, and stay within the prescribed area.**

## **6.2 Guidelines for Cafeteria Conduct.**

1. No shouting or screaming is permitted
2. No aimless wandering is permitted
3. Do not loiter around the food line
4. Do not throw food or other objects
5. Students should be seated to eat
6. Restroom use should be kept to a minimum
7. Remain in the lunchroom area
8. Place food scraps and utensils in proper containers
9. Students are not permitted to purchase food other than at designated lunch period
10. Students are not permitted to have food delivered from outside vendors

## **6.3 Lunch Charges**

Students may occasionally forget or lose their lunch money. As a convenience to parents, we allow students to charge their lunch that day. A charge slip is sent home with the child informing the parent. If a child charges three (3) lunches, a letter will be sent to the parent/guardian's home stating that after five (5) charges, the child will receive an alternative lunch and milk. This will continue until the charges are paid.

## **6.4 Breakfast Program**

Malvern Elementary is part of a schoolwide breakfast program. All elementary students receive a breakfast each morning at no cost.

# **7 SCHOOL SERVICES**

## **7.1 Special Education Services**

Special Education is made available by the Brown Local School District to hearing and vision impaired, orthopedic handicapped, speech handicapped and children with learning and developmental disabilities. Evaluations by a team are done on students with academic difficulties upon referral by an Intervention Assistance Team. The parent

will be invited to participate should an I.A.T. team meeting be arranged on behalf of their child. The I.A.T. process will not necessarily lead to a child being tested. Evaluations are done and services provided only with written permission of the parent. The results of an evaluation are shared with parents and all information is strictly confidential. If the child needs extra help, an individual plan is made that will address his/her specific needs. The plan is reviewed each year. When considering placement with a special teacher, the least restrictive environment must be considered, which means a student may be removed from the regular class only in those areas where help is needed.

The School Psychologist and Special Education Coordinator supervise these services and are also available for counseling and consultation to students, parents, and staff. Students will qualify for special education services as per current state and federal laws and regulations.

## **7.2 Speech and Hearing Services**

We have a speech and hearing therapist. Children having problems in these areas referred to the therapist for possible placement in the program. Specific screening is scheduled during the year to identify problems.

Parents may request testing by contacting the Special Education office.

## **7.3 Gifted / Talented Services**

This state sponsored program requires schools to identify students who may be gifted in one or more of the following areas: (1) superior cognitive ability; (2) specific academic ability; (3) visual/performing arts ability. Services are provided to those students identified in the above listed areas.

## **7.4 Guidance and Counseling Services**

Guidance and counseling services are made available to students and families to assist with problems that may impact a child's success at school.

## **7.5 Library Services**

We are proud of the outstanding library that we have at Malvern Elementary. It is an excellent resource for our students and staff.

We require students using the library to conduct themselves in a quiet and orderly manner. Students who check-out materials from the library are responsible for those materials. A fine will be charged for late, lost, or damaged materials.

## **8 Report Cards & Progress Reports**

Report cards are issued in nine (9) week grading periods. There are four (4) grading periods.

Students are reminded that report cards are to be presented to their parents as they are distributed. Students not receiving report cards at the proper time should check in the main office to determine if they have an overdue obligation holding their grades.

Students with inaccurate report cards should:

1. Consult with your teacher to determine your accurate grade.
2. Check with Attendance Secretary for questions concerning attendance.

At the end of the fifth week of the grading period, progress reports will be sent to the parent/guardian of each student.

### **8.1 Grading Scale (quarterly grades)**

The following scale will serve as a guideline in interpreting the meaning of the letter grade. The numbers reflect a reference to a percentage type scale where 100% represents the maximum possible.

A = 93 -100

B = 85 -92

C = 75 -84

D = 70 -74

F = 0 - 69

O - Outstanding

S - Satisfactory

U - Unsatisfactory

**Incomplete**

**Students who fail to complete a course assignment may be issued an incomplete for that assignment. Incompletes not made up in a reasonable length of time, as specified by the instructor, will be changed to a failing grade or zero. Students should advise teachers if a special situation exists.**

### **Semester and Yearly Averages**

The following is the adopted guide for computing grades. Point values for each letter grade are as follows:

A= 4 points; B= 3 points; C= 2 points; D= 1 point; and F= 0 points

Each 9 week grade is worth 25% of the yearly grade.

Semester and yearly average grading scale:

3.5 - 4.0 = A

2.5 - 3.5 = B

1.5 - 1.49 = C

.5 - 1.49 = D

0. - .49 = F

Example:

#### Semester Grade:

1st 9 weeks = A = 4 points  $4 + 2 = 6$   $6/2 = 3$

2nd 9 weeks = C = 2 points  $3 = B$  for Semester Average

#### Yearly Grade:

1st 9 weeks = B (3 points) 3rd 9 weeks = A (4 points)

2nd 9 weeks = B (3 points) 4th 9 weeks = B (3 points)

$3 + 3 + 4 + 3 =$

$13 \frac{13}{4} = 3.25$

3.25 = B for Yearly Average

## **8.2 Honor Roll / Merit Roll**

Academically, successful students are recognized at the end of each grading period. Based upon a maximum 4.00 grading scale, the following is observed:

1. GPA of 3.51 through 4.00 warrants placement on the Honor Roll for that grading period.
2. GPA of 3.00 through 3.50 warrants placement on the Merit Roll for that grading period.
3. The student CANNOT receive a grade lower than "C" in ANY subject area in order to qualify for either the Honor Roll or Merit Roll.
4. In order to qualify for either standing, the student CANNOT receive an "I" (incomplete), "P" (pass on effort), or "NG" (no grade).
5. Grades from non-academic subjects (music, art, physical education) are not included in the computation for Honor Roll or Merit Roll. However, a student must receive a grade of at least "C" in ALL subjects in order to qualify for the Honor Roll or Merit Roll.

## **8.3 Principal's List (chart)**

The Principal's List (chart) recognizes student achievement in grades 1 and 2 each grading period throughout the school year. Criteria for placement is achieving a "B" or higher in Reading and Mathematics, while achieving passing grades in all other areas.

# **9 TRANSPORTATION TO AND FROM SCHOOL**

## **9.1 Bus Assignment ( If applicable)**

Students are permitted to ride (to and from school) ONLY their assigned bus and will board and depart from the bus at assigned stops. Pupils/students shall arrive at the bus stop before the bus is scheduled to arrive each morning. Any deviation from this rule must have the prior approval of the principal and the parent/guardian must be aware of the change. Permission for a change from assignment will only be granted to insure the health and safety of the student involved (**mere convenience will NOT be considered as sufficient reason**).

**BROWN LOCAL TRANSPORTATION POLICY:** Bus stops have been established and approved by the Board of Education. All children must use their established bus stop or parents must submit a written request for adjustments that need to be for regularly scheduled child care/babysitting. **If your child is going to be dropped off or picked up by our school bus at a babysitter/child care provider's home area, you must submit a written request and have it approved by the administration.**

**The written request must include the following information: babysitter/child care provider's name, address & phone numbers; names and grade levels of your children to be dropped off or picked up at the childcare provider's location/home area; specific days to be dropped off or picked up (for example: every Monday AM or every Wednesday PM).**

## **9.2 Guidelines for Controlling Bus Behavior**

Safety is the primary concern in transporting pupils to and from school. In order to encourage safety by preventing actions which divert the attention of the driver or otherwise endanger the safety of the students, the following guidelines for controlling conduct and behavior on and in connection with the school bus transportation are established.

### **Guidelines for Controlling Bus Behavior (continued)**

Students are not permitted to leave school grounds and then return to ride a bus.



These guidelines are established in order to aid the bus driver in carrying out his responsibility, for maintaining order and discipline on the bus while transporting students.

The bus driver will attempt to correct and guide the students, with respect to minor misbehavior, but it is the bus driver's sole decision and discretion as to when the procedure herein provided shall be initiated.

As used in these guidelines:

**“MISCONDUCT REPORT”** means a written report submitted by bus driver to the principal or Dean of Students. One copy of the report shall be returned to the bus driver with action taken indicated thereon by the person responsible for implementing the action taken, one copy shall be for the principal and for the parents.

1. Students are permitted to ride only their assigned bus. Exceptions may be made by written request from parents to the principal. Approval should be at least 24 hours in advance.
2. Students assigned special seating are to sit only in that seat.
3. High school students are not permitted to ride the elementary buses either to or from school. (exceptions apply; i.e. RG Drage students)
4. Students should remain seated at all times.
5. Loud talking, shouting, or vulgar language is not permitted.
6. Students are not to put any part of their bodies out of the windows, nor throw anything out of the windows.
7. Throwing any object in the bus is not permitted. Paper and trash are to be placed in the containers in the front of the bus.
8. Eating on the bus is not permitted.
9. No item larger than that which can be held on one's lap is to be brought on to the bus (projects, etc)
10. Radios, tape recorders, or other sound reproducing equipment or electronic type games and toys are not permitted on the school bus.

**“SERIOUS MISBEHAVIOR”** means smoking, fighting, assault, possession or use of any forms of tobacco, use, possession or under the influence of drugs or alcohol, throwing anything on or at the bus, use or brandishing of knives, guns, or other weapons, use of profane or vulgar language and conduct, disrespectful language or

behavior directed toward a school employee, spitting, refusal to obey the driver, lighting matches or starting fires, destruction of property, and the like, and chronic misbehavior including being noisy, littering, running in the aisles and leaving seat, etc.

### **9.3 Walk / Bus Passes**

A student going to another destination at dismissal needs to bring a note indicating the date, with whom and where (address) the child will be going. A walk pass or bus pass will be issued in the office. The teacher will retain the note for reference. **The student should give the note to the teacher at the start of the school day. DO NOT CALL THE OFFICE TO CHANGE YOUR CHILD’S TRANSPORTATION ARRANGEMENTS UNLESS IT IS AN ABSOLUTE EMERGENCY. ALL CHANGES IN TRANSPORTATION NEED TO BE ARRANGED AHEAD OF TIME AND IN WRITING. WE CANNOT GUARANTEE A PROPER CHANGE IN ARRANGEMENTS IF YOU CALL AFTER 2:00 PM.**

## **10 MISCELLANEOUS**

### **10.1 School Closing and Delayed School Opening**

School may be cancelled or delayed at the discretion of the superintendent for weather related reasons and/or other school emergencies. Announcement of such a decision will be called into local television/ radio stations as soon as it has been made. A “One Call” alert will also be sent to parents/guardians listed as contacts for the students. *Please be sure to keep phone numbers current in the office.*

On mornings when weather conditions exist that create the possibility of school closing or delay, please have a contingency plan in place.

## **10.2 Volunteer Program**

Malvern Elementary has an active volunteer program. This program is a very important part of our school. Parents and other adults in our community can volunteer their time and talents to the school. Volunteers work in the classrooms, the library, in the cafeteria, and in many other areas. If you are interested in becoming a volunteer, you may obtain information by contacting the elementary office. All volunteers are required to complete a background check (BCI) to volunteer in our district.

## **10.3 Parent Teacher Organization**

Malvern Elementary encourages involvement of parents in support of the programs in our school community. The PTO assists with providing programs and assemblies, purchasing supplemental materials and playground equipment, and volunteering to work in our classrooms.

## **10.4 Student Planners**

Students in grades 1-5 will receive academic planners or communication folders. Each student is to have the planner with them at all times. If a student loses his/her planner, a new one can be purchased for \$3.00. The planners are a great benefit to students for organization.

## **10.5 Accident Insurance**

Parents of children enrolled in our school are given the opportunity to purchase insurance coverage for injuries resulting from accidents which occur at school or while the child is coming to or going home from school. This insurance is neither endorsed nor sold by the school, but is made available to parents who wish to have accident coverage on their children. Information concerning this purchase is usually sent home in September.

## **10.6 School Pictures**

Individual pictures are taken in the fall and again in the spring. Parents have the opportunity to purchase these pictures from the photography company. Several types of packages are available. This is done at school as a service to you. In addition, the school uses these pictures in the child's permanent record folder (required by law). You will be notified of the date pictures are taken.

## **10.7 Withdrawal Procedure**

If you are planning on withdrawing your child from the school system, please:

1. Notify the office in writing at once, giving the following information
  - a) Name & Address of student
  - b) New School
  - c) Last day of attendance at Malvern
2. Make sure all textbooks and library books are returned
3. Sign a Withdrawal Form in the office directly
4. All outstanding fees, fines, or lunch charges need to be paid

## **10.8 Change of Address / Phone Number**

Because it may be necessary to contact parents regarding their child, changes in address or phone number should be reported to the school IMMEDIATELY. This is especially important in case an emergency occurs.

## **10.9 Child Custody**

State Law requires parents to provide the school with a copy of the **MOST RECENT** custody entry issued by the courts.

We cannot legally deny a non-residential parent the right to visit, pick up, and/or sign out their children based solely on the verbal or written wishes of the residential parent. **We must have legal documentation on file in the office.**

