

BATH ELEMENTARY SCHOOL
2501 Slabtown Road
Lima, OH 45801
419-221-1837

Dear Parents,

We, school and parents, must work together to help your child be the best he/she can be. It will take the greatest effort possible from both of us, plus the full efforts of your child to help him/her attain his/her maximum potential.

School is a small replica of society with moral and legal rules to follow, work to be performed and many people to get along with. In addition to the academic learning your child will benefit from in school, he/she must also learn to live in this 'mini-society' to be prepared to be a contributing member of society as a whole. Although teaching academic skills is understood to be the purpose of schools, we must also help reinforce the lessons of the home to be responsible for one's actions and to one's duties.

Our goal for your child is that he/she leaves Bath Elementary with the self-confidence, skills and attitudes that will enable him/her to be successful in school, work and life. We also hope he/she will be able to enjoy life and its experiences and to pursue learning as a lifelong adventure that provides enjoyment and success.

We welcome you and your child to Bath Elementary School and pledge ourselves to work as your partner in helping your child discover the joys of learning and life.

Sincerely,

Christopher G. Renner
Principal

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School Hours

School begins at 7:32 A.M. and dismisses at 2:25 P.M.

No students are to walk or ride bicycles to school. When it becomes necessary to drive your children to school they may not arrive until 7:15 A.M. and must immediately go to the cafeteria until busses unload. If they arrive after 7:32 A.M., they must report to the office where their absence record will be changed to a tardy.

You may only drop students off in the designated Student Drop-Off Area at the north end of the elementary building. **Do not drop students in the bus unloading area behind the building, in the front of the building or at the south end.**

Parent Drop off Before 7:32 A.M.

If you bring your child to school in the morning, you must use the designated parent drop off area at the North end of the building. Parents may begin dropping their children off at 7:15 A.M. Two staff members are always outside on duty during this time. All students should be dropped off prior to 7:32 A.M. as this is when the tardy bell rings. Parents are not permitted to walk their children into the building.

Arriving to School After 7:32 A.M.

If your child is late to school, arrives after 7:32A.M., or if you need to pick your child up during the regular school day, you will need to park on the West side of the building between the main building and the bus garage. A buzz in security system is installed on this door. You will be required to buzz in at this door. This is the only door you will be able to come to and enter the building. All other doors will be locked throughout the day. At the door you will need to state who you are and your purpose for being here. Once you are buzzed into the building, you must then immediately report to the office.

School Closings or Delays

Occasionally during the winter months the weather conditions may cause schools to have a delayed opening or a complete close down. In either of these events the school superintendent will notify all of the major radio stations in the Lima Area to appraise you of the situation. You can also be notified of this or any other change in the daily schedule by signing up for a text alert. You can do so by going to our district home page and clicking on the "Text Alerts (sign up / remove)". Do not call the school, but rather sign up for text alerts, listen to your radio, watch your television or check the internet on days in question. **School lines must be kept open for emergencies.**

There are three possible situations:

1. School is CLOSED for the day.
2. School is delayed by one or two hours. This occurs if weather and road conditions are bad, but not hazardous, or when conditions may improve by waiting. If this happens, our school will open one or two hours later than usual and pupils who ride busses will be picked up one or two hours later than usual.
 - **Dismissal times will be at the regularly scheduled times.**

3. School is delayed by three hours with end of the day being extended by one hour. If this happens, our school will open three hours later than usual and pupils who ride busses will be picked up three hours later than usual. Students will be dismissed at 3:25 P.M. on these days.

On days that school is closed, all after school activities will also be canceled.

STUDENTS ARE NOT TO ARRIVE AT OR TO BE DROPPED OFF AT SCHOOL PRIOR TO THE ANNOUNCED STARTING TIME IF SCHOOL IS DELAYED. BREAKFAST IS NOT SERVED.

Children Leaving School

Students being picked up either after school or during the day will only be released following contact and approval through the elementary office. If the student is picked up during the day, parents are to come directly to the office upon arrival in the building and the student will be called to the office for dismissal.

End of Day Pick Up

If you will be picking your child up at the end of the day, please make sure we have a note letting us know who will be picking your child up as well as what day(s) we are to expect you. All end of day pick-ups will continue to take place in the cafeteria where parents will be required to come in and sign their child out. No one picking up will be permitted to enter the building until all busses have left. This will almost always take place between 2:28 P.M. and 2:30 P.M. at which time, parents will be permitted to pull their cars into the parking slots where the busses were and enter the North door of the cafeteria. These doors will be locked and no one will be permitted to enter until the busses have left. It is extremely important your vehicle does not block traffic for the busses as they get ready to pick up students. The best way to avoid a conflict with the busses is to not come prior to 2:25 P.M. **Parents are to sign the student out when picking them up at school. No elementary student will be released without the signature of a responsible person.**

Children Staying Late

If you cannot pick up your child by dismissal, you must send a note indicating you will pick them up or call the office. Students staying for Brownies, Cubs, ball practice, etc. must also have a note. Failure to notify the school will result in the child being sent home on the bus as usual.

All students must be picked up no later than 2:40 P.M. unless staying for an activity.

Visiting the School

ALL VISITORS TO THE SCHOOL MUST REGISTER IN THE OFFICE UPON ARRIVAL. This policy exists for the protection of our students. When bringing items to school for your child, please bring them to the school office. They will be promptly delivered to the student's room. Whenever coming to the school for a visit, please stop at the office to sign the guest register. At-will travel through the building is not approved. It is required that parents desiring to visit their child's classroom for any specific

purpose, contact the teacher prior to the visitation to make the necessary arrangements. This may be done through the office.

Lunch procedure

If you would like to come for lunch, you will need to check into the office, sign in and put on a visitor's badge. You then need to wait in the front hallway by the cafeteria for your child's class to come to lunch at which time you may join them in the cafeteria for lunch. You are permitted to stay with your child during recess time but *at no time are you permitted to go with them to their classroom*. Once lunch and recess are over, we need for you to return to the office and sign out. If we have inside recess, you will only be permitted to stay for lunch as all inside recesses take place in the classrooms. **We know how much our students enjoy time with you during lunch, however, we do ask you please limit these visits to only a few special times throughout the year, such as a birthday.**

Parking At School

Visitor parking during school hours is generally available in any spot that can be found; however, there are areas that have parking restricted:

1. The angle bus stalls behind the building at any time.
2. Opposite any bus garage doors at any time.
3. Along any of the yellow front walk on Slabtown from 7:10 to 7:40 A.M. and from 2:00 to 2:45 P.M.

Enrolling/Withdrawing Students

Students must attend school in the district in which their parents or guardians reside. Enrolling or withdrawing a child from school is not a major task, but an important obligation.

1. To enroll a student, a visit to the school is required. Each school develops its own registration forms and one must be completed at the school. Of immediate importance to Bath Elementary is the name and address of the previous school your child attended. A birth certificate, immunization record, social security number, proof of residence, and verification of custody if appropriate are required to be presented to the office at the time of enrollment.
2. Once your child is properly enrolled, we will send for relevant records to bring their files up-to-date. If at all possible, bring along the current grade card or progress report from the prior school district.
3. To withdraw a student, it is important to notify Bath Elementary of the last day of attendance and the name and address of the new school your child will be attending. To hasten transfer of records you should complete a "record release form" obtainable in the office before leaving the district.

Bath Schools will allow a child to begin the school year or second semester in the district's school provided evidence can be submitted that the parent will, in fact, become a resident of the district within a

period of thirty days. Such evidence would include a contract completion date for a house under construction, or some documentary evidence that the parent would be moving into a rental or purchase property within the thirty-day period. Otherwise, the child will continue to attend school in his residence district until such time as the parents actually move into this school district.

False residency information provided when enrolling a child or failure to notify the school when you move from the district will result in immediate ejection of the student from school and a claim may be filed against the parents in court for tuition.

Change Of Address/Phone Number/Marital Status/Work Information

Please advise your child's teacher and the school office of any change in your address, telephone number, marital status, or work information. The school will send home a "Proof of Residency" form which must be completed and returned immediately. This is extremely important for emergency situations that may arise at school and require your immediate notification.

Proof of Residence

The custodial parent(s) of any child enrolled at Bath Elementary must reside within the school district. If the district has reason to question the residency of a student, it may request at any time "Proof of Residence" information. If the custodial parent(s) are unable to provide valid proof, the student(s) in question will be withdrawn immediately. The only exception to the residency requirement are those provided under the current Open Enrollment Board Policy.

Attendance

Parents or guardians must phone the school to report the absence of their child on the day of their absence. All absences are to be reported on a daily basis. This may be accomplished by calling anytime before 9:00 A.M. to leave a voice mail message or report it to school personnel. The school number is 419-221-1837. When calling, please provide your child's name, teacher's name, grade, and reason for absence.

Children arriving after 7:32 A.M. and before 8:30 A.M. are considered tardy. Students leaving after 1:30 P.M. will also be considered an Early Out. Both tardies and early out's indicate a student was NOT in school and will count against perfect attendance. Anyone arriving after 8:30 A.M. or leaving before 1:30 P.M. will be counted one-half day absent. Children having doctor or dentist appointments causing them to be late or requiring their leaving early will be considered as an excused absence, but will still be subject to the half day absence, tardy or early out criteria.

Absences

The absences listed below entitle a student to make up any schoolwork missed. These absences are based on one or more of the following conditions:

1. personal illness,
2. death or illness in the immediate family,

3. observance of a religious holiday,
4. quarantine,
5. other circumstances which may constitute an excused absence will require approval from the Principal.

Sending Notes to School

It is important that parents keep the school informed of alterations in their children's normal schedule. Notes of explanation must be sent to the child's teacher explaining situations such as:

1. Absence (If parent did not phone the office on the day of the absence)
2. Requesting early dismissal for appointment
3. Change in transportation
4. Remaining after school for activities or meetings
5. Restriction of outdoor recesses - **written doctor's excuse for a period of not more than 3 days.** Extenuating circumstances may be considered.

All notes should include the current date, and parent's signature.

Prolonged Absences

If a student is unable to attend class or school for a lengthy period of time, but is able to study at home, a telephone call should be made to the office and arrangements made for assignments to be sent home. Assignments will be sent home on parent request on the third day of the student's absence. Please do not expect homework to be sent home for one or two day absences.

Medically Excused

If a student misses school because of a medical appointment the absence must be treated as any other absence, i.e., the time missed must be marked on attendance records. If at all possible the student is to return to school after an appointment. **A medical excuse for the appointment should be obtained at that time.** Students/parents must present the office with a note written by a licensed physician or medical Dr. The note must specify which days of school the student were unable to attend. The note must be presented to the elementary office within two weeks of medical appointments in order for those days to be excused. A medical excuse is defined as “ _____ has been under my care from ____ to ____ and may return to school on _____”.

Excused Absences

Students are permitted to miss 8 days for the year without medical notes. In order for these “call ins” to be excused a parent/guardian must speak to the office explaining the reason for the students absence within 24 hours of the absence. If the absence is for any of the following reasons the absence will be excused. These absences are based on one or more of the following conditions: (1) personal illness (2) death or illness in the immediate family (3) observance of a religious holiday and (4) other circumstances which may constitute an excused absence will require prior approval from the Principal or Assistant Principal. Students with excused absences are solely responsible for making up any schoolwork missed.

Tardiness and Half Day Absence

Students who arrive at school after school officially begins must report to the office for an appropriate tardy notice. The tardy bell rings at 7:32. Tardies will be charged until 8:30. 11:00 A.M. is the midpoint of the school day. Any student arriving before 11:00 A.M. is charged ½ day absence. Students arriving after 11:00 A.M. will be charged a full day absence. Any student leaving before 11:00 A.M. and not returning will be charged a full day absence. If a student leaves school between 11:00 A.M. and 1:30 P.M. and does not return, this will be charged a ½ day afternoon absence. Students leaving after 1:30 P.M. for any reason will be listed as an early out absence for attendance purposes.

A student who comes to school after 11:00 A.M. or is sent home due to illness during the school day will not be eligible to take part in any type of after school event or activity as a participant. However, we realize that there may be special situations (dentist appointment, funeral, etc.) and in such cases the principal will deal with each case individually.

Unexcused Absences

Students with unexcused absences will not be given credit for any schoolwork missed. Unexcused absences usually consist of, but not limited to, one or more of the following conditions:

1. truancy - no acceptable excuse,
2. needed at home,
3. gainful employment,
4. oversleeping and/or missing the bus,
5. car trouble of any kind,
6. running non-emergency errands of any kind,
7. personal reasons will be unexcused unless the reason is specifically identified and approval is given by the Principal.

A student who misses more than eight (8) days of school in a year will receive an unexcused absence and zeros (0) in all assignments, tests, and projects beginning on the ninth (9th) day, unless a medical excuse is presented or the principal authorizes such absence based on extenuating circumstances.

Students authorized to go home from school after becoming ill at school shall be considered as having met the medical excuse requirement for the duration of that absence. Medical excuses obtained for a specific illness shall be good for all consecutive days of absence due to that illness. Medical excuses obtained for chronic illness shall be good for one (1) school year, but must be supported by a note from a parent that indicates such absence(s) were for the chronic illness. The requirement for a medical excuse may be appealed to the Superintendent for final disposition.

Vacations During the School Year

We would hope that parents would make every effort to take their vacations during the summer. However, if a vacation is planned during the school year, parents are to let school officials know when they will be leaving on vacation and how long they will be gone so the assignments and make-up work can be arranged. **These vacation days will count towards the student's eight excused days for the year as defined in the school attendance policy. Any vacation days that put a student over the eight excused days will be counted as unexcused.**

Administering Medicines to Students

1. It is the policy of the Bath Local School District that all children's medication must be administered by a parent at home. Under exceptional circumstances, medication may be administered by school personnel under the appropriate regulations.
2. For Prescription Medications: If under exceptional circumstances a child is required to take medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, building principal or his/her designee will administer the medication in compliance with the regulations that follows:
A medication authorization form signed by the parent and the physician for all prescribed drugs must be provided and given to the school nurse. The information to be provided is as follows:
 - a. Child's name and address
 - b. Information about the prescribed drugs should include
 1. Name of medication
 2. Purpose of medication
 3. Time(s) to be administered
 4. Dosage
 5. Possible side effects
 6. Potential severe reactions that should be reported to the physician
 7. 1 or more emergency phone number(s) for the physician
 8. Beginning and termination date of medication
 9. Special instructions, if any

Prescription drugs shall be delivered in the original container in which they were dispensed by the physician or pharmacist.

3. For Over-the-Counter Medications: The over-the-counter medication will need to be accompanied by a note from the parent stating when the medication needs to be given. A doctor's note will be required after the 3rd consecutive day. Over-the-counter medication must be sent in its original container.

Student Illness

- A. Regular school attendance is always encouraged and an asset to a successful year, however, your child's health is equally important to achievement. The following recommended guidelines pertain to illness at home and should be observed for the mutual benefit of all:
 1. Listen closely to what your child tells you about the way he/she feels. Refer to your knowledge of symptoms. Then apply common sense.
 2. Keep your child home when ill, children cannot learn at full capacity and most illness is of shorter duration if recognized and treated early.
 3. Colds, fever, rash, reddened eyes or other signs may indicate a communicable disease starting...these should be checked before sending to school.

4. If your child has had a high fever...allow a 48-hour period of normal temperature before sending back to school. Certain effects of illness remain after the temperature is normal.
5. Refer to policies for returning to school, after communicable diseases.
6. Restriction of outdoor recess by written doctor's excuse for a period of not more than 3 days. Extenuating circumstances may be considered.

B. At school, the teacher and school nurse will keep an eye on your child for those symptoms of illness also, and if detected the nurse will contact you for transportation home. It must be noted though, that in certain situations instances of illness are not always detectable, and legitimately remain unobserved at school. School personnel cannot transport ill students.

C. Students will be sent home if any of the following symptoms are present:

1. Fever 100° or over. Sometimes a lesser temperature elevation accompanied with complaints of headache, stomach ache or diarrhea.
2. Flushed face, running nose, sneezing
3. Nausea and/or vomiting
4. Skin rash (not seen by a doctor)
5. Coughing (excessive)
6. Reddened eyes (not seen by a doctor)

Immunizations

For entrance into school, immunizations are required. It is requested that all students and parents, with the advice of their doctor, follow the schedule of immunizations for the protection of all members of our school community. Specific questions regarding immunizations may be directed to our school nurse.

MINIMUM REQUIRED:

- A. DtaP/DTP - Five(5) DtaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the fourth birthday, additional dose of Tdap required for 7th grade booster.
- B. POLIO – Four (4) doses, the fourth dose of polio being administered on or after the fourth birthday.
- C. MMR – Two (2) doses of MMR. Dose 1 administered on or after the first birthday, the second dose must be administered at least 28 days after dose 1.
- D. HEP B – Three (3) doses of Hepatitis B.
- E. VARICELLA – (Chicken Pox) one (1) dose. All kindergartners starting in 2010/2011 need to have two (2) doses.

***Unless the child has already had the disease. In this case proof will be required.

Only full doses of vaccine using *proper intervals* shall be counted as valid doses.

The requirements set forth above are minimum requirements. They do not constitute the full compliment of immunizations that are recommended for pupils through grade 12.

Note: For contaminated wounds, a tetanus booster is needed if it has been more than five

years since the last vaccination. With clean minor wounds, no booster dose should be given unless ten years have elapsed since the last one.

Communicable Diseases Policies

1. Mumps - Chicken pox
 - A. Without a doctor's examination your child may return to school:
 1. Mumps - 10 days out of school including weekends.
 2. Chicken pox - 7 days out of school including weekends or until all lesions have crusted.
 - B. Readmission to school anytime with a doctor's examination and written permission slip signed by the doctor.
2. Scarlet Fever and Scarletina
 - A. Child can return to school only after 24 hours of appropriate antibiotic therapy completed.
 - B. Close contacts should seek private doctor's advice.
 - C. Family contacts can return to school only after school receives a signed note from parent that a physician has advised treatment.
3. Infectious Hepatitis A
 - A. May return to school after doctor's release, but not before 10 consecutive days from the onset of jaundice.
4. Impetigo
 - A. Excluded from school until released by physician or under treatment and lesions healing.
5. Scabies
 - A. Prescription Lotion - Must consult physician, child excluded from school until treated.
6. Head lice
 - A. Child excluded from school until treated and **all nits removed**. For attendance purposes, students will be counted excused two days after being sent home in order for time to take care of this problem. Any days more than two will be counted unexcused.
 - B. Lotion shampoo prescription or over the counter treatment recommended by your pharmacist. Whenever in doubt, feel free to call the school and to speak with the nurse at 419-221-1837.
7. Ringworm or Athletes Foot
 - A. Excluded from school until under treatment. Lesions must be covered at school to prevent spread to other students.
8. Mononucleosis
 - A. Consult physician. Child excluded if fever, systematically ill, or physician's advice.
9. Conjunctivitis (Pinkeye)
 - A. Excluded from school until under treatment and discharge has ceased.

Child Neglect

By law, school personnel are required to report suspected cases of child neglect to the Allen County Children's Services Board.

Parents or guardians who fail to provide proper supervision, housing, clothing, medical attention, nutrition, support and/or affection necessary to the child's psychological and social development, and education may be considered guilty of neglect.

Guidelines for proper supervision indicate children age 6 and under should never be left without proper supervision and children 7-10 should not be left for more than 15 minutes without supervision. (Supervision means the child can quickly find and talk in person to the parent or sitter). Children of elementary school age should not have to get themselves up and off to school. Failure to provide breakfast and lunch, failure to provide clean clothes and clothing appropriate for the weather, and failure to insure cleanliness of the child's body can be considered neglect. Failure to ensure that an elementary child attends school is neglect.

We do not wish to infringe upon the privacy of families and their standards, but we must be concerned about the welfare and rights of our students to have proper care. We must and will carry through with our legal and moral obligation to protect their rights by contacting Children's Services.

School Rules for Students

1. When moving with a class group from one learning area to another or going from classroom to outside - stay in line, no talking, keep hands and feet to self.
2. No horseplay, climbing, or rowdiness in the restrooms.
3. Visiting other classrooms is permitted only with the permission from teacher or office.
4. Follow general safety rules on the playground in regards to self and others.
5. Respond promptly to signal of supervising adult at conclusion of all recesses.
6. No profanity or abusive language.
7. No fighting, rough play or grabbing of other's clothing.
8. Follow acceptable bus behavior and follow the instructions of the driver. Walk at loading and unloading times.
9. Respect all supervising adults and follow classroom rules as established by the teacher in charge.
10. Students shall manage themselves carefully in the cafeteria, taking necessary precautions to assist in the maintenance of a clean, safe and healthy environment.
11. No soda pop is allowed in the cafeteria.
12. Students shall be accountable to their assigned teacher for their whereabouts in the building and on the premises at all times.
13. Toys, novelties, dolls, stuffed animals and other related amusement items are not to be brought to school.
14. Glass items are never to be brought to school by students.

Behavior and Guidelines for Students

Bath Elementary stresses responsibility for one's actions in addition to encouraging scholarly achievement and values that lead to healthful living.

Each teacher will establish and familiarize their students with the daily operating procedures, routines and classroom rules as well as the general rules of the school. Disobedience of such procedures will result in appropriate disciplinary action.

In the event of any serious violation of school rules, parents shall be informed and requested to assist the staff in modifying the student's behavior to more acceptable standards.

Discipline Code of Conduct for Students

The following student code of conduct shall govern student behavior and discipline. A violation of any rule may result in disciplinary action, including detention, suspension and expulsion. Students who violate criminal law will be referred to the proper legal authorities as well as being dealt with at the school.

- Rule 1** Disruption of School: A student will not by use of violence, force, coercion, threat, cause material disruption or any destruction to any school property while under the jurisdiction of the Bath Local Schools. A student will not in any way or by any means, disrupt the learning environment.
- Rule 2** Stealing or Damaging School property: A student shall not steal, cause or attempt to damage any building, property or equipment owned or operated by the school system.
- Rule 3** Stealing or Damaging Private Property: A student shall not steal or damage any private property on school premises nor steal or cause damage off school grounds while under the jurisdiction of the Bath Local Schools.
- Rule 4** Assault: A student shall not act or behave in such a way as could cause physical and/or emotional injury to any student, employee, or visitors while under the jurisdiction of the Bath Local Schools.
- Rule 5** Dangerous Weapons and Instruments: A student shall not possess, handle, transmit or conceal any object which shall be considered dangerous to the health and welfare of others while under the jurisdiction of the Bath Local Schools. This includes, but is not limited to guns, knives, fireworks and "Look-A-Like" weapons. Refer to Ohio Revised Code 2923.11 and 2923.12.
- Rule 6** Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit Controlled Substances: A student shall not possess, use, transmit, conceal or be under the influence of tobacco, narcotics, alcoholic beverages, illegal drugs and counterfeit controlled substances while under the jurisdiction of the Bath Local Schools.
- Rule 7** Plagiarizing, Hazing, Cheating, Lying, Truancy, Obscene Language: A student shall not knowingly and deliberately participate in plagiarizing, hazing, cheating, lying, truancy, or obscene language while under the jurisdiction of the Bath Local Schools.
- Rule 8** School Bus conduct: A student shall comply with the written rules of behavior while a passenger on a Bath Local School Bus.
- Rule 9** Repeated violations: A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, monitors, or other authorized school personnel while under the jurisdiction of the Bath Local Schools.
- Rule 10** Building Rules-Regulations, Administration Guidelines and Local Board of Education Policies: A student shall not fail to comply with any building rules-regulation, administrative guidelines, and/or Board of Education policy while under the jurisdiction of the Bath Local Schools.

Rule 11 A student shall not engage in unwanted sexual advances, or unwanted visual, verbal or physical conduct of a physical nature toward another student. The term sexual harassment is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

Rule 12 A student shall not engage in the bullying of another. This is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Detention

Detention after school may be assigned by either a classroom teacher or an administrator. (Detention may be 1/2 hour or more in length.) Parents will be notified 24 hours before (or less when agreed upon by both school and parents) the detention is to take place in order to arrange transportation. The student is to be picked up at the designated time and arrangements for such are solely the responsibility of the parents.

The detention will be a supervised, quiet study time in a classroom, monitored by either a classroom teacher or an administrator.

Saturday School

Saturday School is a program to help students stay in school and provide an opportunity for supervised study. It is very important that the parents and school work together to help the student learn proper behavior. Therefore, Saturday School is an in-school suspension program offered to permit students who have violated the Bath Student Code of Conduct an opportunity to maintain their educational program.

Suspension

The Superintendent or Principal may suspend a student for ten school days or less. When suspension is in order a written notice will be given to the student with the reasons why. An informal hearing will take place where the student may explain his/her actions or challenge the reasons stated. If, after the hearing, a suspension is still forthcoming, the parent or guardian will receive written notice including the reasons for the suspension, the duration and the right of appeal to the local superintendent or his designee.

Expulsion

When other means of correction have failed to bring about the proper change of conduct on the part of the student, or if the offense committed is serious enough to warrant it, the student may be recommended to the Superintendent for expulsion.

Playground Rules and Student Responsibilities

1. Play away from the building.

2. Refrain from tackling or playing games with physical contact.
3. Play games with balls on the grass areas of the playground. Basketball may be played in the area so designated.
4. Do not destroy or take another student's wearing apparel.
5. All students are to remain on the playground until the end of recess unless they have obtained permission from the monitor to enter the building.
6. Use plastic balls (fun balls) and only plastic bats, absolutely no other bats are allowed. Baseballs, golf balls or any ball smaller than a softball are not permitted. Plastic fun balls being the exception.
7. Swings should not be pushed or spun by anyone who is not on them. Standing on swings is not permitted.
8. Tag should not be played on any structure.
9. Jumping from playground structures is not permitted.
10. Throwing or tossing of stones, sticks, snowballs or ice is not permitted.
11. No climbing on the playground fence.

Playground Discipline Consequences

1. Verbal warning.
2. Restricted to certain areas.
3. Taken to teacher.
4. Taken to the elementary office.

School Bus Transportation and Rules

The Bath Local Schools transportation department can be contacted regarding concerns with busses and drivers at 567-940-1681.

We are providing the following information to help you make your child's bus transportation safe and orderly.

- A. Drivers will use the established routes and make only designated stops. The driver may vary this only in case of an emergency or re-routing due to trains or road construction.
- B. The driver is to keep to a time schedule as closely as possible. When on schedule, the driver is not to wait on tardy students. Students have the responsibility to be ready at their designated bus stop ~~at~~ prior to the scheduled time. We recommend 3-5 minutes. If a driver does often vary the schedule, please notify the transportation office.
- C. Bus stops may be changed throughout the year due to changes in residence or road closings.
- D. Students must ride only the bus to which they are assigned and use only the assigned stop. Any change requires a note from parents and an office bus pass or a new transportation information form.
- E. Parents will be responsible for any damage done to the bus by their children and will be required to pay for such damage.
- F. Pets or other animals are not permitted on a school bus at any time.
- G. Discipline:

1. Loud talk, yelling, and profanity are not permitted.
2. Eating, drinking, or chewing gum on the bus is not permitted.
3. Pushing or crowding is to be avoided.
4. Windows are to be opened only with permission of the driver. Students are to keep head and arms inside the bus. Throwing things out the window is prohibited.
5. Students are to conduct themselves in an orderly manner at stops.
6. No noise or talking is permitted at railroad crossings.
7. The driver is responsible for behavior of students on the bus. Students misbehaving or not following the directions of the driver will be refused transportation as follows:
 - a) Students with repeated infractions will have a written notice mailed home. When misbehavior has reached this point the principal determines disciplinary action.
 - b) Students receiving a second written notice may be refused transportation for up to 10 days.
 - c) A third notice may result in possible suspension for the remainder of the semester.
8. Students must sit in the assigned seat only.

A. Students should be careful:

1. Wait until the bus stops before crossing the road and cross at least ten feet in front of the bus upon signal of the driver.
2. Look both ways before crossing the road.
3. Take part in all emergency drills.
4. Don't loaf and hold up traffic.
5. Take your seat as soon as possible.
6. Never chase after a bus.

Student Dress

Bath Schools recognize that training in responsible decision making requires that students become involved in the decision making process, especially in the areas that effect them directly. The clothing that a student wears to school is an area of decision making involving the student's parents and the student. Therefore, the administration, recognizing this opportunity for responsible decision making on the part of our students, will not become involved in the matter of dress unless an individual student exercises extremely poor judgment in his mode of dress. That is, that the dress interferes with the learning process or constitutes hazard to the student or others. Good judgment would indicate that see through clothing, bare feet, bare midriffs, soiled clothing, clothing with offensive slogans are not acceptable for school attire.

Shorts which exceed the placement of fingertips on the thighs when arms are dropped in a natural position may be worn. Cutoffs and bike shorts are not appropriate for school wear. Backless saddles and Heely shoes will also not be permitted to be worn.

Dress Appropriate for the Season

The course of the school year will encompass both extremities in climatic conditions. Please consider the effects of weather conditions when you send your child to school, particularly in colder temperatures. There are many times during the winter months when recess periods will be outdoors. A number of these periods will be abbreviated with only a brief time spent out. All students are expected to participate in

outdoor recess periods except in situations where the physician has recommended against it for a day or in cases where a student is just returning from a recent illness. Snow pants are needed to play on snow hills or field. Snow boots are needed to go in snow.

- If students don't have snow pants they may wear sweatpants or wind pants over the regular school cloths.
- If students don't have boots they may bring an old pair of shoes to wear in the snow and keep a dry pair inside to change into after recess.

The circumstances to be used in determining inside or outside recess will be:

- a. wind chill factor below 20°F dictates shortened 20-minute outside recess,
- b. wind chill factor below 10°F cancels outdoor recess,
- c. the immediate threat of a sudden storm.

Physician's notes will not be honored for more than three days at a time except under unusual circumstances. When a child brings a note to stay in, parents are advised that the child's responsibility is to be in his seat and not running around the room, thereby causing behavior or safety problems that may compound the supervision problem.

Writing Checks to School

Should you pay any fees, lunch cost or other payments by check, please make checks payable to Bath Elementary School. Record keeping is greatly simplified if a separate payment is made for each type of charge. Please do not send money to one teacher for children in other classrooms.

School Cafeteria

Students may purchase their breakfast and/or lunch at school, or bring their lunch with them. A debit card system is available or students may pay each day. Debit cards are kept by the cafeteria, but children are responsible for their money when paying daily. Parents are requested to send the correct change whenever possible. Money left on account or charges at the end of the school year will be carried over to the next school year. We request no take out food be brought into our cafeteria.

Only milk, water and juice will be available to purchase in the cafeteria for those children who carry their lunches. Students who qualify for free or reduced-price meals, pay full price for their beverage when they bring their lunch to school. Due to the probability of lunch prices changing throughout the year, all prices will be announced in Newsletters with ample advance notice of any revised changes.

Free or reduced-price breakfasts and/or lunches are available to students who are determined eligible through Direct Certification or filling out an application. Applications will be sent home to all families at the beginning of the school year and can be accepted at any time during the year. Students who were on free or reduced-price meals the year before will begin the next school year at their free or reduced-price rate for 30 days.

Lunch Charges

A student may charge a lunch on his/her debit card if they are without lunch money. These charges should be paid the following day. Under no circumstances will a child be permitted to accumulate charges for more than **three days** for lunches. After three lunch charges without payment, students will be offered a P.B. sandwich and milk at no charge. There is no charging for breakfast. Failure to pay overdue charges will result in our holding a report card at the end of the school year. **No lunch charges will be allowed the last 5 days of school.**

Telephone Use by Students

Students have access to telephones for emergencies only, they are never to use a phone without the permission of their teacher, a secretary or an administrator. Students are prohibited from bringing cell phones to school.

Care of Books

All textbooks and library books are loaned to students by the Board of Education and their care and proper use to keep them in good condition is a responsibility. If a textbook is lost or damaged a charge for the loss or damage will be made. Fines for textbooks will be levied at the end of the school year for excessive wear.

Toys and Novelties

Children should not bring toys, novelties, or other playthings to school. Unauthorized playthings may cause serious injury to other students, become lost or broken, and/or cause classroom and playground disruptions. Also, cell phones are not permitted in the school.

Lost and Found

Articles that are found on the school premises should be turned in to the office. They will be returned to the owner when properly identified. Students are asked to place their names and room numbers on all workbooks, tablets, notebooks and when appropriate on wearing apparel. Items will be held in the office for one week to be claimed. After the initial week the clothing items will be forwarded to a local charitable organization, given to a student in need, or disposed of depending on the condition.

Field Trips

Bath Elementary students may participate in field trip experiences. Parents will be notified of an impending field trip and a parent permission slip will be sent home and must be signed and returned if the student is to participate in the activity.

Classroom Parties

These guidelines have been established to answer the questions and acquaint everyone with the school's policy regarding classroom parties:

- A. **Scheduled Parties:** Three parties are scheduled for each year: Harvest Party, Christmas Party, and Valentine's Party. The room mothers assist in organizing the Harvest and Valentine's Day parties and the classroom teachers organize the Christmas parties.
- B. **Birthdays for Student and Teacher:** Birthday parties are not acceptable for classroom activities. Instead of a party, the individual having the birthday may bring a small treat to share with his/her classmates at the end of the day. **Balloons, flowers, or other deliveries will not be accepted for birthdays or any other occasion.** Students are not to organize parties for their teachers.
- C. **Special Events:** From time to time a special event does occur for which the students want to organize a party. Some examples may be a teacher's wedding, the approaching birth of a child, or in appreciation for some specific tasks or undertaking.

In such cases, classroom parties may be permitted only if:

1. the room mothers are responsible for the organization of the party,
2. permission for the party is obtained by the room mothers from building principal at least one week in advance of the proposed day of the party,
3. no money is to be collected by the students for the party.

Any additional questions regarding classroom parties or collection of money from students for any other occasions should be directed to the principal.

Parental Involvement

Bath Elementary School believes that parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents are encouraged to take an active role in the education of their children.

Bath Elementary School provides many opportunities for parental involvement and it is always encouraged. To help ensure strong parental involvement, Bath Elementary School:

1. encourages strong home-school partnerships;
2. provides for consistent and effective communication between the parents and school officials;
3. offers parents ways to assist and encourage their children to do their best;
4. offers ways parents can support classroom learning activities and
5. provides opportunities for parents in the parental involvement program.

In addition, Bath Elementary has the written parental involvement policy and guidelines posted on the Bath Elementary School website. The requirements of the policy and guidelines are consistent with Federal and State law.

Parent-Teacher Conference

Each November, following the first grading period, Bath Elementary teachers schedule conferences with their student's parents. Participation in past years has been excellent and everyone has realized the importance and value of these conferences. Information regarding the conferences and the subsequent scheduling of them is distributed in Mid-October of each year.

Homework

The amount of homework which may be required of a pupil varies according to the child's class, the rate at which he works at school and other factors.

Generally speaking, we feel that a child should never have more than 45 minutes of homework on any given evening or more than two hours during a week.

If your child consistently brings home more work than this it may be because:

1. he/she has failed to understand what was assigned,
2. he/she has misused study time which was provided to do the work at school,
3. he/she has failed to do assignments day by day until a large backlog has accumulated,
4. his/her absenteeism has resulted in make-up work.

In any of these cases, or if homework assignments seem to be excessive for any other reason, please call the office and ask to be put in contact with your child's teacher. If the teacher is in class and unable to speak with you at the time you call, she/he will return your call.

If talking with your child's teacher fails to resolve the problem, the principal will be glad to sit down with you, your child, and the teacher to discuss it further.

Work Habits and Attitudes

Students are expected to exhibit positive development of work habits and attitudes necessary to succeed in school. These habits and attitudes include the areas of self-discipline, respect for the rights of others, and preparation for work. A student evidences self-discipline through accepting and showing proper care for materials used in class, and accepting the consequences of his/her decisions.

A student respects the rights of others by not physically or verbally abusing others, not damaging or appropriating the property of others, not disrupting the learning program of other students.

A student indicates his/her preparation for class when he/she brings designated tools and materials needed for the completion of daily assignments and performs assigned tasks within the limits defined by the teacher.

Reporting Instruments

A progress report is issued at the end of each nine-week reporting period. Kindergarten and first grade students will receive outstanding, satisfactory and unsatisfactory markings. Second, third and fourth grade students will receive a letter/percentage grade.

Interim Reports

Interim reports are issued to all students between each nine-week reporting period. Most teachers also will provide positive interim reports.

Grading Scale

Marking Key

90-100	A	A = Superior	O = Outstanding
80-89	B	B = Above Average	
70-79	C	C = Average	S = Satisfactory
60-69	D	D = Below Average	
Below 60	F	F = Failing Work	U = Unsatisfactory

Promotion and Retention of Students

Since learning is progressive, i.e. one skill or concept depends on mastery of a prior skill or concept, both promotion and retention are guided by each student's achievement in learning. Readiness for each level is a requisite for success. Promotion should occur when success at the next level is probable; retention should occur when success at the next level is improbable.

Students kindergarten through fourth who have satisfactorily completed all the requirements of a specific grade level will be promoted to the next grade level. The only exception would be when the parent requests a retention based on emotional or social developmental factors and the professional school staff agrees.

A student in kindergarten through fourth grade will be considered for retention if the student fails **reading** alone or two major subjects. (Major subjects are defined as Reading, Math, Spelling, Writing or Language.)

In addition to these, the Third Grade Guarantee is now law. Under this law, promotion to the fourth grade is a direct result of achieving a certain score on the third grade reading achievement assessment, which will be established by the Ohio State Board of Education.

Students promotion in elementary school is based upon a continuous evaluation of each student's competency in basic skills, attendance, and development of positive work habits and attitudes. Every effort shall be made by the staff to enable each child to develop sufficient skills, behaviors, and attitudes to warrant promotion.

Acceptable Use Policy for Internet/Network/Electronic Communications and Electronic Device usage by Students

Access to Internet/Network/Electronic Communications/Computers, both local and global, is a privilege, not a right at Bath Local Schools and is provided to students who act in a considerate and responsible manner, and may be denied to those students who do not. Our goal in providing these services to students is to promote educational excellence at Bath Local Schools by facilitating resource sharing, innovation, and communication in a global society.

Bath Local Schools in coordination with Northwest Ohio Area Computer Services Cooperative (NOACSC) utilizes content filtering technology (8e6 R3000 Enterprise Filter) that meets the requirements of the Children's Internet Protection Act of 2000.

Students while using Internet/Network/Electronic Communications/Computers will not:

- Send/use or display offensive/illegal messages or pictures.
- Use obscene language.
- Harass, insult, bully or attack others.
- Damage computers, computer systems, or computer networks, including the uploading or creation of computer viruses, install or use 'hacking/keylogger' tools.
- Violate copyright laws and/or licensed software laws.
- Use someone else's password and/or account.
- Trespass or use others' accounts, files, directories, or work, and/or harm or destroy data of another user.
- Intentionally waste resources and bandwidth (such as but not limited to: non-academic activities, gaming and social networking tools).
- Use electronic services for commercial and/or illegal purposes.
- Post/use personal information of yourself or other students.
- Participate in activities deemed to be a security risk to the network.

Any infraction of the above rules may/will result in a loss of use of electronic services and possible further disciplinary and/or legal action.

Pupil Personnel Services

Our school has specialized personnel who may give assistance at time when a child may be having educational difficulties or benefit from specialized attention. As a ready reference, these people include:

1. **Mrs. Chris Clark**, Assistant Principal / Special Education Officer, is in charge of all special education services in the Bath Local School District. She can be reached at 419-221-1837.
2. **Mr. Shawn Sommers**, School Psychologist, has the responsibility for giving individualized tests and assessments upon referral through the special education officer.
3. **Mrs. Jennifer Garver**, School Nurse, coordinates screenings of vision and hearing and keeps control of accurate and complete records of health information.
4. **Mrs. Amanda Howe**, Speech Therapist; who, after referral by classroom teachers, screens children for speech problems and gives classes in speech correction and language development throughout the year.
5. **Mrs. April Neff**, Elementary Guidance Counselor, counsels groups of students to develop personal relationship skills. She works with individual students to help them cope with social and/or academic problems based on referral from school staff and parents. She also is available to provide parenting skills.