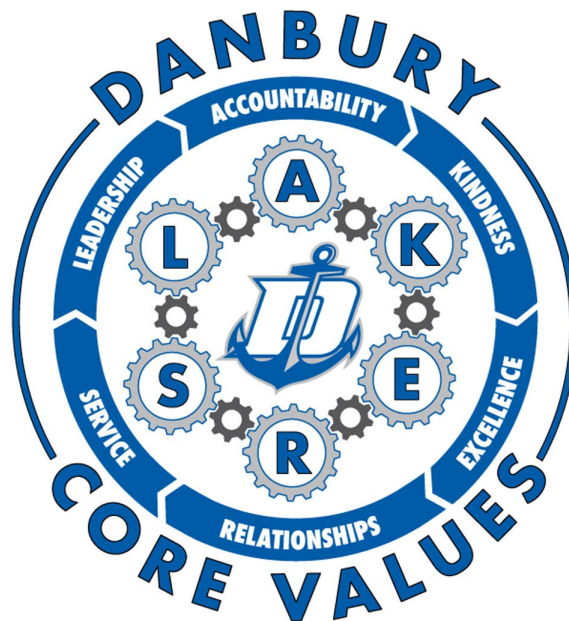


# DANBURY ELEMENTARY SCHOOL

## STUDENT HANDBOOK 2023-2024



**The mission of Danbury Local Schools will be to instill within each student a drive for personal excellence, lifelong learning, and a distinct set of core values that positively impact family and community.**

*Updated June 1, 2023*

Mr. Dan Humphrey  
*Principal*

Mrs. Ashley Knight  
*Student Support Specialist*

## **WELCOME TO DANBURY ELEMENTARY**

*Your decision to be a part of our excellent school will have lasting affects on your entire family. The Danbury school community has deep roots and traditions. Your family is now a part of this legacy that carries some major responsibilities. Such responsibilities are highlighted within this handbook. Please use this handbook as a resource and guide into an excellent educational process. If you have any concerns about a procedure, or if you are unsure of a policy, please contact the main office at (419) 798-4081.*

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## **ACADEMIC AWARDS**

An elementary awards assembly is held at the end of the school year to properly recognize individual achievements. At that time, students are honored in front of their peers for their achievements. Awards vary among the grade levels and teachers. Below is a list of possible awards but not limited to these examples:

- Continuous Effort –The student(s) that showed continuous effort this year.  
Academic Achievement –Student(s) that excellent in various subjects or overall performance  
Most Improved –The student(s) that showed the most improvement this year.  
Perfect Attendance – In order for a student to earn the perfect attendance award, the student may only miss one half day of school for the year, provided the student produces a doctor’s note when they return to school.  
Outstanding Attendance - In order for a student to earn the outstanding attendance award, the student may only miss 1 full to 3 full days of school for the year.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE POLICY**

According to the Ohio Revised Code every parent or guardian must send each school age child to school. Daily attendance is essential to obtain the maximum benefit of public education. The State of Ohio defines absences as legitimate and non-legitimate. The following are examples of legitimate absences and may require a parental or doctor’s note when returning to school:

1. Personal illness (Doctor’s Note Required)
2. Illness in the family
3. Quarantine of home
4. Funerals
5. Emergency
6. Observance of a religious holiday
7. Court-ordered appearances (verification is required)
8. Reasons granted by the principal at his discretion

### **TRUANCY**

Danbury Local Schools endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regards to tardiness and non-legitimate absences. When our school determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child’s attendance at school, State law authorizes the school to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child’s attendance at school.

When it comes to the attention of the school attendance officer and/or building administration, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child’s parent in writing of the legal consequences of being a “habitual” truant.

Danbury Local Schools must calculate absences by hours, rather than days, in conformance with the new definition of habitual truancy. Danbury Local Schools will send written notification to the parent or legal custodian when students are considered habitually truant. Students are defined as “habitually truant” when any student who is absent/tardy, without a legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days)

The parent or guardian is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer must send notice requiring the child’s parent through a mediation process.

**TRUANCY INTERVENTION PLAN**

Danbury Local Schools has a truancy intervention team that consists of but not limited to the building principal, guidance counselor, and the child's parent or legal custodian. This team will be assigned to the habitually truant students and send written notification to the parent or legal custodian when students are considered habitually truant. Students are defined as “habitually truant” when any student who is absent/tardy, without legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days);

This assignment to the mediation team and letter will occur within ten school days after the triggering absence.

- The team will then develop an intervention plan tailored to the student within fourteen school days after the team is assigned.
- The school district will provide a written copy of the plan to the student's parent or legal custodian within seven school days after the plan is developed.
- The intervention plan will explain that the attendance officer is required to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

**ATTENDANCE - REGULATIONS/PROCEDURES**

Timetable for Absences

Sign in:

8:31 – 10:15	Tardy
10:16 – 12:15	½ Day Absence

Sign out:

8:31 – 11:35	Full Day Absence
11:36 – 1:35	½ Day Absence
1:36 – 3:30	Early Dismissal

Mid Leave:

Less than 1 ½ hours	No Absence
1 ½ - 3 ½ hours	½ Day Absence
Over 3 ½ hours	Full Day Absence

**TARDY POLICY**

It is very important that students arrive at school on time. We expect all students to be in their rooms by 8:30 a.m. Missing the first 10 to 15 minutes of school becomes a problem if it is habitual. Students that arrive after 8:30 a.m. will be marked tardy.

Excessive tardies, after parent notification, may result in further disciplinary action and/or the case being turned over to the Attendance Officer. The Attendance Officer has the option to recommend court mediation or appearance at Juvenile Court.

At the elementary level a student’s timely arrival to school is the responsibility of the parent.

## **BREAKFAST PROGRAM**

All students are eligible to receive or purchase breakfast once they arrive at school. Students participating in the breakfast program may enter the building at 8:15 a.m. In the event a bus arrives late, the students may be allowed additional time. Students should be in their room by 8:30 a.m.

## **BUS INFORMATION**

### **BUS CONDUCT**

Pupil's responsibilities: The following bus rules are expected to be followed at the bus stop as well as on the bus.

1. Students are expected to obey the bus driver at all times.
2. When students have to cross in front of a bus: be sure to look both ways and stay at least ten feet in front of the bus so the driver can see you.
3. Students are allowed to talk to others in the same seat in a quiet manner.
4. Be ready and waiting at your assigned stop. The superintendent and director of transportation will assign your stop. The bus will not wait unless it arrives before the scheduled time. Be ready to board the bus when it arrives. The same assigned stop will be used in the afternoon.
5. Enter and leave the bus single file in a quiet, orderly manner.
6. Take your seat quickly and stay there. Hold everything you bring on the bus and don't block the aisle.
7. Keep your head, hands and arms inside the bus at all times.
8. Rough play, loud talking, bad language or bothering others is not allowed.
9. Do not carry anything on the bus that may cause confusion, disturbance, or trouble. This includes such things as live animals, toys, projects.
10. Remain silent when the bus comes to a railroad crossing and until crossing is clear.
11. Do not throw anything inside or from the bus-use waste containers.
12. Students must stand away from the roadway in an orderly manner while waiting for buses.
13. All students are expected to ride their assigned bus (buses) both morning and afternoon.
14. If something happens to the bus, please stay quiet and in your seat until given other directions by the driver.
15. No food, beverage or gum is permitted on the bus.

### **BUS BEHAVIOR/DISCIPLINE/DRIVER REFERRALS**

A behavior referral from a bus driver may result in the following:

1. First referral – Note home to parents and/or phone call to parent.
2. Second referral – Recess Detention.
3. Third referral -After School Detention
4. Fourth referral – 1 day bus suspension.
5. Fifth referral – 3 day bus suspension.
6. Sixth referral – 1 week bus suspension.
7. Seventh referral – bus expulsion.

### **BUS STOP SAFETY**

1. Students must walk directly to and from their bus stop waiting well off the highway on their resident side of the road.
2. Students will wait for the bus in an orderly manner.
3. When the bus arrives students must wait for the driver's signal to cross the road.
4. If the bus is unusually late or does not arrive, the students must return home to arrange for alternate transportation. Under no circumstances should a child attempt to walk to school without parental permission.

## **CAFETERIA**

Danbury Local Schools has a “point of sale” system. Parents may send in any amount of money and it will be deposited into the student’s account. Money may also be brought daily to purchase lunch. Ala carte items are sold daily in the cafeteria. Please question your child as to what he/she is eating for lunch —the only way the school can monitor what your child buys for lunch, is if he/she is using the “point of sale” system. Free and reduced priced lunches are available through a federally sponsored program. Applications are available in the office. Menus are available on a biweekly basis and are also published in the local newspaper.

Every effort will be made to make the lunchroom a pleasant place in which to eat. Emphasis will always be on the development of proper dining habits, both in terms of etiquette and nutrition. Manners displayed here should be the same as those displayed at home or when eating in public places. To make the cafeteria a neat, clean, mannerly place, students are to observe the following rules.

1. Stand in line in an orderly manner. Students will be seated by classroom to an assigned area.
2. Students must walk at all times.
3. Students will use conversational voices while eating.
4. Students will not throw food, play with food, or pass food to a friend.
5. After the mandatory eating time, (15-20 minutes), the cafeteria monitor will excuse the students by tables.
6. Students will line up in a quiet manner to go to their classroom or recess.
7. Students will leave the tables and floor in good order so as to insure a pleasant place to eat for those who follow.
8. Students will return their own trays and recycle.
9. Students in grades K-5 will be allowed to charge their lunch when they have forgotten their lunch money. Charges must be paid on the day following the charge. After a student has accumulated \$15 of charges, no further charges will be given. We will make an attempt to contact you by telephone or letter to make you aware of any charges that your child has.

## **CHILD ABUSE AND NEGLECT**

State law requires that all suspected cases of child abuse must be reported to the appropriate agency. The teacher, principal, counselor, social worker, school psychologist, and nurse work together to assist the student and family.

## **CUSTODY**

Anytime there is a custody issue or change, notification to the principal should be made in writing. A copy of your custody papers and any other legal documents pertaining to the safety of your child must be in your child’s permanent record at school. It is up to the parents to communicate properly and timely any/all changes to the school within a divorce decree.

## **DIRECTORY INFORMATION**

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name and address. Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within thirty (30) days after receipt of the District’s public notice. The District may disclose “directory information” on former students without student or parental consent. Annually, our elementary school teachers will send home student names for the purposes of Valentine’s Day cards.

Danbury Local Schools periodically publish newsletters, newspaper press releases, website information, and other forms of media that may include photographs of the students. Permission for such use of your child’s photograph will be presumed unless the parent otherwise advises Danbury Local Schools in writing.

## DRESS CODE

Dress and grooming are rightfully the responsibility of the individual student and his/her parents. To be proper for school, dress should be clean, neat and appropriate. Attire or appearance should not constitute a safety, health hazard, or be such that it might hamper the educational process as a distraction.

1. Interpretation and enforcement are at the discretion of the principal. Teachers will send potential violators to the office.
2. Lettered or pictured clothing may not express profanity, vulgarity, obscenity, weapons, or relate to the promotion of alcohol, drug, or tobacco use.
3. Proper footwear must be worn. Shoes with toe or heel plates, and/or rollersneakers are not allowed. Please consider not sending students in flip flops due to cleanliness, toe injuries, and safety travelling up and down steps as well as recess.
4. Halter and tube tops are not permitted.
5. Bare midriffs are prohibited. Tank tops and mesh tops are not allowed without proper undergarments.
6. Dangling earrings are not considered safe for elementary students at school.
7. Shorts are allowed with the following guidelines. Shorts must have a finished hemmed bottom. Spandex shorts and running shorts are not allowed. All inseams must be a minimum of five inches and the fingertip standard will apply.
8. Hats are not permitted inside the building.
9. Link chains are not permitted.
10. Hair should be natural in color, if altered through coloring only natural hair coloring shades are appropriate. No hair should be altered to the shades of green, blue, purple, pink, or orange.
11. All jackets should be removed from head upon entering classrooms each morning and after recess. Jackets or coats are only intended to be used outside.

## ENROLLING IN SCHOOL

When enrolling a student for the first time, parents must present the birth certificate, health record, proof of custody (in single parent homes), two (2) proofs of residency and official school records, such as grade card. These records must be in school within fourteen (14) days, otherwise the child is reported to the authorities as a potentially missing child. Parents must also complete all online paperwork called FINAL FORMS located on our school's website.

Parents, friends or relatives who do not have custody of a student must, within ten (10) days of enrolling the student, present a sworn statement that legal proceedings have been initiated for legal guardianship.

## EVACUATION PLAN

Depending on the time of day and seriousness of the situation, there may be times we may want to evacuate our students to alternative sites. Parents should assume that education would continue for the regular school day unless otherwise announced. Please do not come and pick up your child until the end of the day. Our teachers have alternative plans for these days and we want the educational process to resume (as normal as can be expected) as soon as possible. **Kindergarten through 5th grade students will be evacuated to Lakeside's Hoover Auditorium. PLEASE DO NOT CALL THE SCHOOL IF AN EVACUATION OCCURS. THE ONE-CALL NOW SYSTEM WILL BE ACTIVATED AND YOU WILL BE CONTACTED WITH INFORMATION AND INSTRUCTIONS.**

## FEES AND FINES

Each school year parents will be assessed reasonable fees to cover the cost of some consumable educational materials and supplies, which will be used by the student(s). The fees will be approved by the Board of Education. All fees and fines must be paid by the end of the school year. Student fees for grades K through 5 are \$45.

Payment arrangements can be made so that you can pay throughout the school year. If fees are not paid by the end of the year, those fees will be added to the following year's fees. These will continue to

accumulate throughout the student's school years. All fees for students must be paid before graduation or the student does not receive his/her diploma. In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. If you are currently receiving funds from Aid to Dependent Children (ADC) or Ohio's Disability Assistance Program you are eligible for a waiver for any fees associated with participation in a course of study. (The waiver shall not apply for fees charged for participation in co-curricular or extra-curricular activities). Contact the office for a waiver form

### **FIELD TRIPS**

In order to enrich the instructional program and provide a variety of experiences, students will participate in field trips. Each teacher will notify you of when and where each field trip will occur. On occasion, parents may be asked to chaperone field trips. By district procedure, all chaperones annually need to be pre-approved by the Board and have a valid BCI check on file. If a student's behavior presents a safety or supervision concern he or she may be excluded from the trip.

### **GANG RELATED ACTIVITIES**

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activities to occur on District property or while students are under the auspices of the Board.

### **GIFTED AND TALENTED IDENTIFICATION POLICY**

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an on-going basis using the process outlined in the *Information for Parents* brochure available at your district offices. This brochure also explains the withdrawal procedures and the process for appeals.

Also available are:

- *Identification of Children Who Are Gifted*, Describing the eligibility criteria, the identification plan, and the appeals process allowable by GB282; and
- *Assessment Instruments used by the District for Gifted Identification*, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in Amended House bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. For further information regarding gifted identification, contact your building principal.

### **GRADING SCALES**

#### **Grades K-5**

**4 = 100%-90%**

**3 = 89%-80%**

**2 = 79%-70%**

**1 = 69%-0**

4 = Excels at high level of applying knowledge and has a strong command of concept/skills.

3 = Consistently demonstrates ability to understand concepts/skills independently.

2 = Continues to work towards an understanding of concepts/skills, more practice and experience is needed.

1 = Having difficulty demonstrating an understanding of concepts/skills.

Shaded area or a box marked NA = Not assessed at this time.



## INTERIM REPORTS

Now that our students and parents have the ability to access student grades via Progress Book, we will no longer be distributing interim reports during each grading period. If you are unable to access Progress Book through the internet, you can request that interim reports be mailed to your home. If you wish to receive interim reports, please make a written request to the elementary school office to continue to receive a written copy of your students' interim report.

## HEALTH ROOM

Our school nurse is available for health assessments, health counseling, and first aid. Students may be referred to the nurse by an administrator, teacher, other school personnel, parent request, or by self-referral. Medication will be administered by following school board policy. State mandated health screening will be completed with necessary referrals being sent home. Parents will be responsible for follow up with the appropriate health care professional and notifying the school nurse of results to be recorded on the student's school health record. The nurse will actively be involved in coordinating students' health services with students' academic goals to promote successful educational outcomes.

## HOMEWORK POLICY

Homework is a valuable learning activity that has many forms and many applications. Homework can range from a first grader reading a story to a parent, to a fourth grader preparing a large project. In all its forms, two things remain constant in all types of homework.

One, homework extends learning opportunities beyond the school day. Two, homework requires students to accept some responsibility for their own learning.

1. Homework comes in many forms. Good homework assignments will, among other things:
  - a) provides extra time for practice
  - b) reviews and reinforces classroom lessons
  - c) encourages independent thinking and study
  - d) provides opportunities for application of classroom learning
  - e) allows extra time for work too long to be finished in school
  - f) encourages parental involvement
2. Exact rules governing the frequency and length of homework assignments are not practical. It is, however, possible to establish guidelines that provide clear direction regarding how often and how much homework teachers should assign. We will attempt to adhere to the following guidelines:

<u>Grade Level</u>	<u>Daily Assignments</u>
K-2	10-20 minutes
3-5	20-40 minutes

3. In addition to time, other factors affect quality homework. As with the time guidelines, the following items are presented as clear direction to the teacher as to what those factors are:
  - a) All teachers teaching academic subjects are encouraged to give homework.
  - b) Homework should be appropriate to the age, grade level, and ability of the student.
  - c) Homework should be assigned with a clear purpose and clear direction.
  - d) Homework that will result in a paper, project, or other tangible item should be checked and recorded in some method.
  - e) The failure of a student to regularly complete homework may be reflected in a lowered grade. As an option other than lowering a grade, the teacher may deny privileges: meet with student during recess, or utilize other disciplinary actions.
  - f) Parent participation is encouraged.
  - g) Assignments for which the students will be held responsible should be displayed in each homeroom so students may refer to it when preparing for dismissal.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is means of combating the spread of disease, the Board of Education requires all students to be immunized against polio myelitis; diphtheria, pertussis, and tetanus –DTP; rubeola (measles), mumps, and rubella (German measles) – MMR; varicella (chicken pox); and hepatitis B in accordance with the state statutes. Enforcement of this policy shall be the administrative responsibility of the building principals. In accordance with the state statutes students shall not be permitted to attend school beyond fourteen days from the first day of school or the day they enter, if they are not in full compliance with the requirement.

R.C. 3313.65, 3313.671, AND 3323.05 A.C. 3301-02-02 (P) (4), 3301-07-01 (W)

## **INTERNET ACCESS**

Students may use the Internet with the permission of a classroom teacher or special teacher. Students working on assignments will have priority to use the Internet. An Internet agreement must be on file for a student to have access. Misuse of the Internet will result in suspension of Internet/Chromebook privileges and the possibility of additional disciplinary action.

## **LIBRARY**

Classes make weekly visits to the school library and books should be returned each week. Students must pay for lost or damaged books.

## **LOST AND FOUND**

Each year we end up with a box full of lost items. PLEASE label your child's supplies (lunch box, notebooks, etc.) and outdoor clothing (sweaters, coats, boots, hats, mittens) with his/her name. These items are easily lost or misplaced and this will insure the return of lost items to your child. A "Lost and Found" area is clearly marked and accessible at the school.

## **MAKE-UP WORK**

For each day the student is absent they will receive equal days to make-up missed assignments. Any assignment/tests that were due on the first day that the student was absent are due on the first day that the student returns to school. An extension may be granted under extenuating circumstances with a medical excuse. However, if a student has had an approved vacation, assignments are due on the day they return.

## **MEDICATION**

The procedures are as follows, from Board Policy.

### **Prescription Drugs:**

1. A form must be signed by both the physician and the parent.
2. The medication must be sent in the container received from the doctor or pharmacist.
3. The school must be sent a note from the doctor if there is any change in procedure.
4. Medication sent to school is limited to a one month supply. Unused and unclaimed drugs will be destroyed after the last day of the school year.

### **Non Prescription Drugs:**

1. All of the procedures for prescription drugs will be followed except that the permission and directions for administering the medication will be filled out by the parent.
2. No medication can be given without the signed permission form which must be sent to the principal.

Both drug forms are available at the school. Medications shall not be sent to school with the child on the bus.

## **MONEY AND VALUABLES**

Electronic devices (Gaming players, iPods/iPads, cell phones, Smart Watches, two-way radios, etc.), extra money, jewelry, toys, playing cards of all sorts, and collectibles are items easily stolen, damaged, or lost are not permitted to be used at school. Money and watches should be kept in a pocket or on the wrist at all times. Smart watches are not to be worn during school hours. Toys are not permitted in school; all toys need to stay at home. Danbury Elementary faculty and staff are not responsible for items that are not permitted in school.

Please, mark book bags, lunch boxes, jackets, coats, etc. with your child's name so we will be able to return lost items!

## **PARKING AND TRAFFIC**

Parents are asked to park in front of the building on the east side in the marked visitors' spaces. Parents are cautioned not to drive behind the elementary building during school hours, this drive is used as part of the playground and students are not expecting traffic. All parents are expected to drive slowly and cautiously on school grounds.

## **PARTY INVITATIONS**

Occasionally students will bring in invitations for parties, etc., and ask that they be given to selected students. Unless everyone in the class is invited to the activity, the invitations must be distributed outside the school day. Parents may contact the office for directory information.

## **PLAYGROUND RULES**

1. Throwing of snowballs, sticks, rocks, mulch, or other items will not be permitted.
2. When using the swings, stay seated while you are swinging. Don't jump or stand on the swings.
3. Use the slides as they are designed to be used. One person goes down at a time with their feet facing forward in a sitting position. Do not run up the slides.
4. You are not permitted to play "Keep Away" of any kind or dodge ball.
5. "Rough play" (any game that includes pushing, shoving, etc.) will not be allowed.
6. Do not climb on or over the fence, backstop, or entrance gates.
7. Flag or two hand touch football is permitted. No tackling at any times.
8. Only school equipment is allowed on the playground.
9. Ask permission before getting any items that are off of the school property (i.e. woods, neighboring houses or yards).
10. Students should refrain from playing TAG (and other such games) on the playground equipment.
11. Jump ropes and hoola-hoops should be used in the blacktop areas. Please stay away from any cars and the entrances to the school.
12. Students should stay away from the classroom windows and don't play near parked cars.
13. Practice good sportsmanship, treat each other with respect and dignity whether you win or lose.

## **PTCO**

The Danbury Parent Teacher Community Organization/PTCO and its members are an important function of our school. Through the efforts of this organization, many contributions to the school have been made which have benefited the children. All parents are urged to participate. We are proud of the parental support and encouragement we receive.

## **RECESS**

All students are expected to take part in the outdoor recreation period when weather permits. During the winter months, students should wear coats, boots, hats, and gloves on the playground. A doctor's note must be received by the teacher if a parent wishes a child to stay indoors because of illness. Each student must understand that he/she needs to respect other students while playing on Danbury's playground. We expect each child to play in such a manner that they can be proud of themselves and one another. Indoor recess may be required if the "feel like" temperature is below 19 degrees, if the playground is too wet, icy, or muddy, high wind warnings, other weather warnings and watches, as well as precipitation (rain).

## **RETENTION**

It shall be the policy of the Danbury Local Schools to promote and retain students based on academic progress as judged by teacher, counselor, and principal. Parents will be informed at appropriate times. Retention decisions will also reflect the best interest of the child, individual differences, performance of basic skills and tasks, emotional stability, and physical maturity. If it is necessary to retain a child, the academic benefits may be greater in the primary grades.

## **SAFETY DRILLS**

### **FIRE DRILLS**

When the fire bell sounds it is very important for students to become silent and listen for directions. We will leave the building rapidly. Students are asked to remain silent until they are back in their classes.

### **SAFETY DRILLS**

Safety drills may be conducted periodically to insure the safety of the students and staff.

### **TORNADO DRILLS**

During a tornado drill, students upon directions from their teacher, go to their assigned areas and assume the tornado drill position.

## **SCHOOL BOARD**

The Board of Education of the Danbury Local Schools meets on the second Wednesday of each month. The public is invited to attend.

## **SCHOOL CLOSING/DELAYS**

In the event that school must be closed or delayed for inclement weather or other emergencies, prior to the opening of school in the morning, Danbury Local Schools utilizes the one-call now system. In the event of inclement weather, our automated system will call the phone number(s) you provide with the necessary information regarding any changes to the school day.

The following radio and television stations are a bonus communication platform after One Call Now: WMTX (107.7 FM); WSPD (1300 AM); WLEC (1450 AM); WCPZ (102.7 FM); KISS (92.5 FM); WTOD (1560 AM); WTOL (TV 11); WNWO (TV 24); WTVG (TV 13).

If there is a 2-Hour delay, buses will arrive approximately 2 hours later than normal and school will begin at 10:30 a.m. rather than 8:30 a.m. Schools doors open then at 10:15 A.M., no student should be dropped off before 10:15 a.m. as they may be locked out, unsupervised.

Please refrain from calling the school or the stations, as this ties up our telephone lines for necessary closing arrangements. It is each family's responsibility to formulate a contingency plan in the event that school closes early and you are not at home.

## **SEARCH AND SEIZURE**

Random Searches: The Administration may randomly plan police searches during normal school hours of school lockers, desks, cubbies, coat closets, etc. and their contents, as well as student property.

All student lockers, desks, cubbies, coat closets, etc. are the property of Danbury Local School Board of Education and are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker, desk, cubby, coat closet, etc. contains evidence of a violation of a criminal statute or a school rule. (Board Policy and O.R.C. Sec 3313.20)

## **SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The School's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the District's suspension/expulsion procedures.

## **STUDENT ARRIVAL & DISMISSAL**

### **Arrival**

School hours for students are 8:30 a.m. - 3:30 p.m. Students should not be dropped off at school before 8:15 a.m. as the student may be locked out or unsupervised. However, Danbury Elementary has an "before school" program for students who arrive to school prior to 8:15 a.m. Supervision for "before school care" begins at 6:45 a.m. in a Preschool classroom and has a daily fee.

### **Dismissal**

Students are dismissed at **3:30** p.m. Students riding the buses will be dismissed from the classroom. Students being picked up by their parents will be led to the pick-up location by faculty members. Parents will need to ensure they have informed the school office about being a pick up and obtain a number for their vehicle to ensure a smooth and safe pick up.

Please refrain from altering your child's procedure going home. He/she should consistently ride the bus or be picked up. Altering the established procedure causes confusion. If your child is to go home any other way than normal, a note signed by the parent/guardian must be sent in. If you must call the school, we request that we receive a call prior to 2:00 p.m. so we have time to notify the proper personnel. Emergency situations will be dealt with on an individual basis.

## **STUDENT BEHAVIOR CODE**

Because it is impossible to foresee problems which may arise, this clause empowers faculty members and administration to issue appropriate discipline measures for any action which violates the spirit of the system, even though not specified here.

It is the policy of Danbury School that **the teacher, principal, and/or supervisory adult handles all problems**. **NO STUDENT** may take matters into his/her own hands. If a problem arises, the student must notify the adult responsible for him/her at that time.

The rules below are examples of the type of behavior expected of all Danbury Elementary School pupils. These basic rules must be observed at all times. Proper recognition will be given to those who meet these expectations and there is also the understanding that appropriate punishment will follow infractions.

1. Respect must be shown at all times toward fellow students, staff member, and visitors.
2. Defiance and failure to follow orders of teachers, bus drivers or adults in charge is considered one of the most serious offenses.
3. Pupils will show proper care and respect for school property and materials.
4. Pupils will be expected to attend school each day unless ill.
5. A note from a parent or guardian must be presented to the homeroom teacher following an absence from school and when a student is tardy.
6. Pupils are expected to be in their classrooms after arrival at school. Permission to be in the halls must be granted by the teacher in charge.
7. No pupil may leave the class grouping without the consent of the teacher in charge.
8. Pupils will come to school dressed in a manner which shows self-pride and respect, and in a manner, which is safe and will not detract from the studies of fellow students.
9. Movement through the building will be done in an orderly and safe manner.
10. Leaving the school grounds during the school day is not permitted without the written consent of the parent, or in the case of emergencies, the principal.
11. Students will follow rules of safe play on the playground. Throwing of hard objects such as sticks, stones, nuts or snowballs is not considered safe and is not allowed.
12. Fighting is not considered an intelligent way to solve problems and is never permitted.
13. Written parental permission is necessary when students are not following their regular dismissal routine. Students may not ride other buses or get off at irregular stops except in emergencies and then only with written permission.
14. For safe bus transportation, student will follow basic rules. Stay seated; keep hands to oneself; remain quiet.

### **RESPONSIBILITY**

Every student has the right to an education free of interference; and every teacher has the right to teach the class free from interruptions. It is, therefore, the responsibility of every student not to interfere with the rights of others.

All rules and policies have a purpose:

1. To help students do their best.
2. To provide for the safety of students and school personnel.

3. To have an orderly, well-run school.
4. To maintain care for school property.
5. To protect the rights and privileges for everyone.

A student who does not follow the rules or policies should know he/she will be punished. All punishment is carried out for the purpose of helping the student improve his/her behavior.

**School-Wide Behavioral Expectations**

Beginning in the fall of 2020 each teacher will use a guide for teaching school-wide behavioral expectations. One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

School-Wide Positive Behavior Support is a set of strategies and systems to increase the capacity of our school to (a) reduce school disruptions, and (b) educate all students including those with problem behaviors.

- Clearly defined outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

**Features of School-Wide Positive Behavior Support**

- Establish regular, predictable, positive learning & teaching environments.
- Train faculty and students to serve as positive models.
- Teach and model behavioral expectations
- Create systems for providing ongoing positive feedback.
- Acknowledge students when they are following school wide expectations.
- Improve social competence.
- Develop environments that support academic success.

This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed.

**School Goal:**

Students at Danbury in grades Preschool through 5<sup>th</sup> grade will know the true meaning of L.A.K.E.R.S. throughout the school day by living out our district core values. The students will also know the meaning of S.A.I.L. in various school settings.

**Danbury Preschool-5<sup>th</sup> Grade Behavioral Expectations:**

***Leadership***

***Accountability***

***Kindness***

***Excellence***

***Relationships***

***Service***

***Safety First***

***Act Responsibly***

***In Control***

***Lead by Example***

**Restorative Justice and Restorative Practices The Basic Tiers of Restorative Practices**

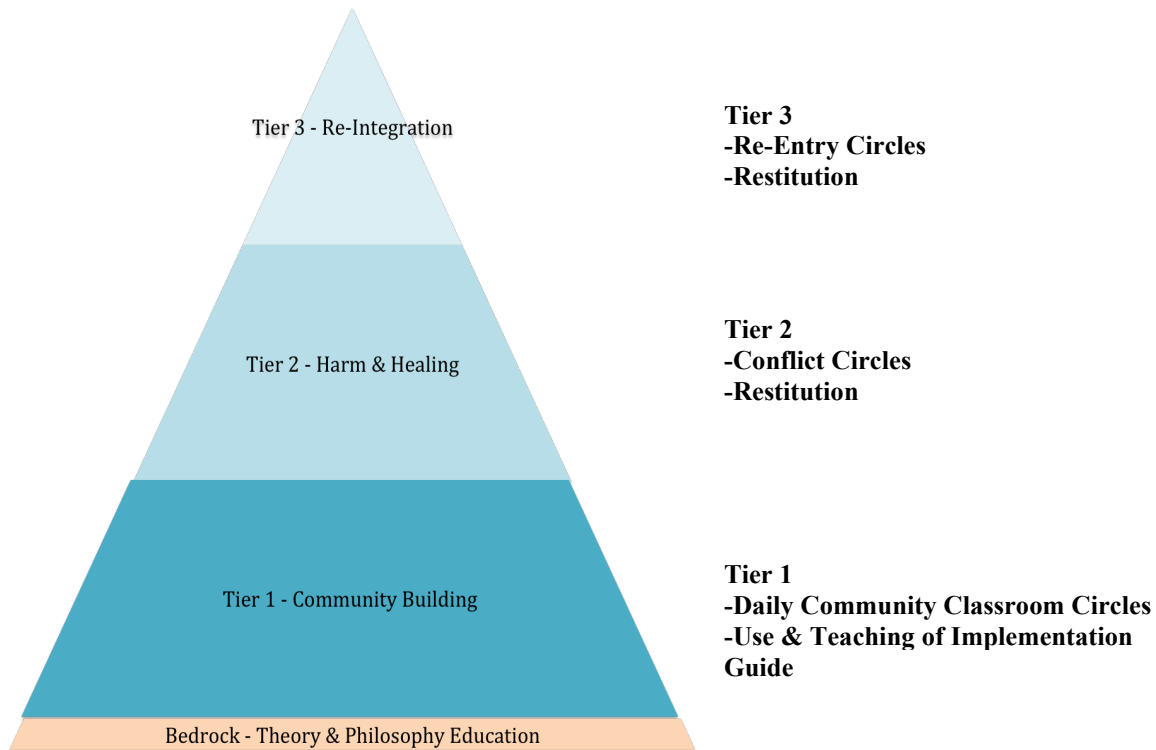
Restorative Justice (RJ) is a community-based approach to building, repairing and restoring relationships. At its best, RJ provides a space for community members (students) to be held accountable while participating in creating pathways to repair relationships. It encourages our students to reflect upon how their values and beliefs impact the greater community.

Restorative practices, often used interchangeably with RJ, refer to specific responses within a community that aim to build capacity for members to discuss, reflect, and work through individual perspectives.

Through the use of practices such as Circles, participants have a chance to voice concerns and feelings around a particular social topic or incident that affects the community-at-large. This is done to foster a sense of community, establish relationships and build capacity for trust and/or reconciliation.

While a restorative justice-based model may seem like a new or progressive idea, its use is part of a larger and longer history of indigenous practices such as peacekeeping, healing and daily community building.

### **How Danbury Preschool Through 5<sup>th</sup> Grade Will Use Restorative Practices**



#### ***Tier I: Community Building or Restorative Practices***

This is arguably the most important tier. It is very difficult to engage in discussion around repairing a community, if members don't feel connected to or represented by it. Community building is largely conducted through daily Circle-keeping protocols. This space can be used to surface student issues, discuss current events, and other expressive forms of student voice. Circle protocols build trust, personal value, respect for others, and foster relationships.

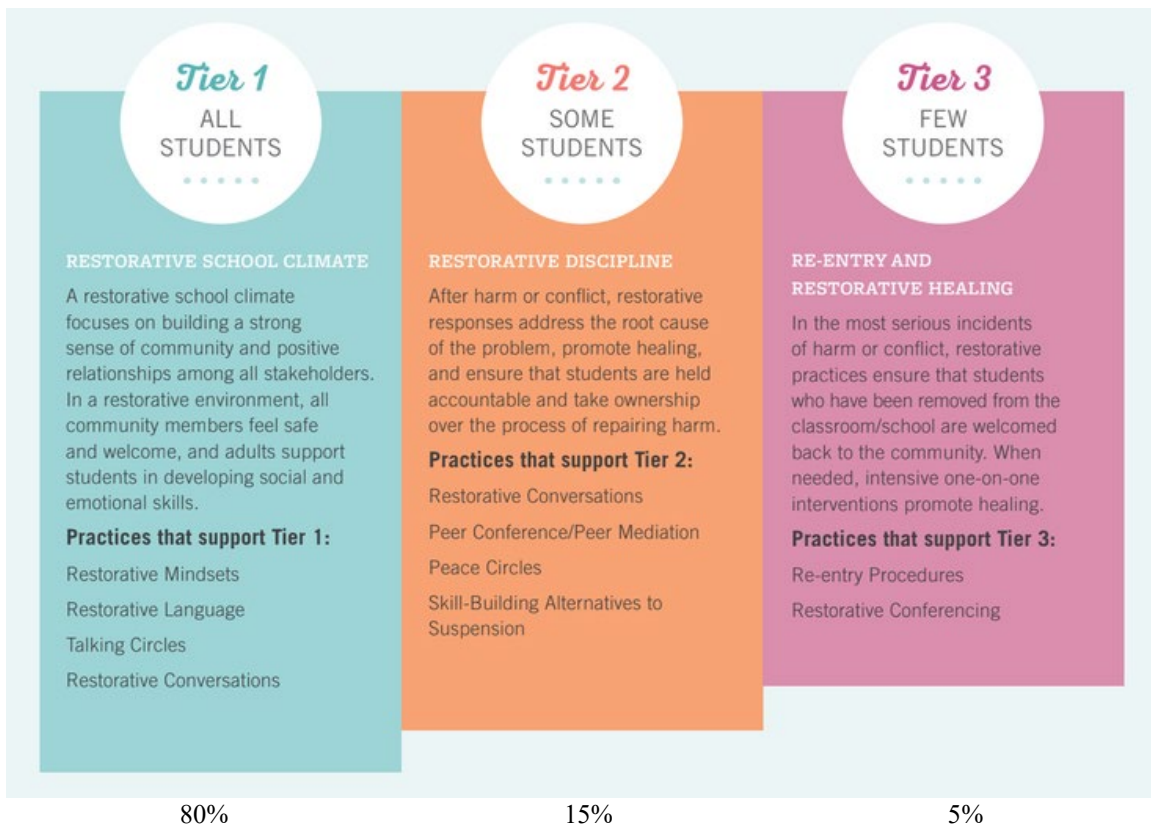
#### ***Tier II: Harm & Healing or Restorative Justice***

When harm takes place, it has the potential to impact multiple members within the community. Tier II practices are specifically used to address harm, unearth what happened and develop a plan for how relationships can be repaired. Danbury will use a conflict circle when appropriate to discuss harm and engage impacted members around pathways for collective healing. More advanced models of Restorative Justice encourage teachers to also participate in harm and conflict circles with the class to repair and rebuild fractured classmates.

#### ***Tier III: Re-Integration and Formal Conferences***

Unfortunately, sometimes students and families experience an extended period of time away from school (ie. out-of-school suspensions, ISS, moving away briefly etc.). Tier III practices, such as parent conferences or re-entry Circles, aim to reintegrate community members in a manner that is both humane and sets the groundwork for a productive return.





Percentages of our student's behavior impacted by each tier

The following lists contain students' responsibilities and the punishments which may be applied for misconduct. Even within the framework of PBIS and Restorative Practices students must be aware of the various options the school will use or minor and major misconduct.

A. Minor Misconduct Code

Generally, teachers deal with classroom and school activity minor misconduct. Listed below are some actions that will need correction.

**MINOR OFFENSE** (Classroom Managed)

- Disrespect of Teacher
- Disrespect of Other Student(s)
- Disrespect of Environment
- Talking Out In Class
- Not Following Directions
- Playground/Cafeteria Violation
- Lying
- Inappropriate Language
- Physical Contact/ Horseplay
- Slander
- Misuse of Technology
- Off-Topic, Out of Seat
- OTHER: \_\_\_\_\_ (Unforeseen Examples Not Listed Above)

**RESTORATIVE JUSTICE** (Minor Offense)

Sample punishments may include but are not limited to the following and/or others as individualization of treatment is applied.

- Conference with Student
- Time Out / Separated Seat or Area
- Parent Phone Call
- Restitution and/or Apology

- Detention
- Loss of Privileges
- OTHER: \_\_\_\_\_ (Other Examples Not Listed Above)

Serious Misconduct Code

Generally the Principal deals with serious misconduct.

**MAJOR OFFENSE** (Office Managed)

- Property Damage
- Harassment
- Profanity
- Forgery/Cheating
- Theft
- Assault
- Defiance
- Threatening Another Person
- Misuse of Tech –Violence, Inappropriate Pictures or Video
- Use or Possession of Weapon, Tobacco, Alcohol and/or Drugs
- OTHER: \_\_\_\_\_

**RESTORATIVE JUSTICE** (Major Offense) Sample punishments may include but are not limited to the following and/or others as individualization of treatment is applied.

- Parent Phone Call
- Restitution or Community Service
- Detention
- Bus Suspension
- In School Restriction
- Out of School Suspension
- OTHER: \_\_\_\_\_

Breaking of these rules will result in being more severely punished, detained, isolated, suspended, or expelled.

1. Repeatedly breaking the rules: A student must follow the school rules or directions of the teachers, substitute teachers, aides, bus drivers, principal, or any other person in charge at the time. If a student repeatedly breaks the rules, that will be considered serious misconduct.
2. Disturbances during class or other learning time: A student must not interfere with the orderly process or operation of the school in any way.
3. Bodily or emotional harm: A student must not act in such a manner that could or does cause physical or emotional harm to others. This includes but not limited to fighting, intimidation, spitting, threats, (by whatever means including the use of electronic communications devices) assault and/or battery.
4. Disrespect toward school leaders: A student shall not show disrespect toward school teachers, principals, aides, substitute teachers or anyone else in authority at the time, by using inappropriate language, acts, gestures, or any other actions.
5. Damage to school property: A student must not cause or attempt to cause damage to school property.
6. Tobacco, alcoholic beverages, narcotics, and drugs: A student shall not possess, use, distribute to others or be under the influence of tobacco, alcoholic beverages, narcotics, drugs or “look alike drugs” while under school jurisdiction.
7. Weapons, fireworks, knives, guns etc., will not be allowed.
8. A student shall not cause a disruption or obstruction to the schools’ operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Because of the widespread terror (fear) that such threats produce it will be deemed to be of the most serious nature and will be punished according. Emergency removal of the student from school premises, as well as suspension and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of

participation in any extracurricular school activities as well as the loss of the right to be on any school premises.

9. Anti-Hazing: Hazing activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator or staff member shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Due Process: Students have the right to a hearing with the principal. If the student feels that he/she did not receive due process for a disciplinary assignment of an out-of-school suspension, an appeal may be made to the superintendent. (Appeals are for OSS only.)

### **CONDUCT AT EXTRACURRICULAR EVENTS**

The following includes athletic events, band concerts, school plays, musicals, etc. Students attending Danbury extracurricular activities are not only representing Danbury School – They are Danbury School.

1. Students will show respect to others attending the event. Students will not engage in any behavior disruptive to others.
2. Students must recognize that different behaviors are expected at athletic events than at musicals or plays in the auditorium. They must respond accordingly.
3. Children are encouraged to attend high school events with adult supervision at the proper time.

### **ANTI-BULLYING DEFINITION AND RULES**

Definition of bullying – A student is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

This definition includes three important components:

- 1) Bullying is aggressive behavior that involves unwanted, negative actions.
- 2) Bullying involves a pattern of behavior repeated over time.
- 3) Bullying involves an imbalance of power or strength.

Rules:

- 1) We will not bullying others
- 2) We will help students who are bullied
- 3) We will include students who are left out
- 4) If we know that someone is being bullied, we will tell an adult at school and an adult at home.

### **TELEPHONE CALLS**

Students may use the office phone in case of emergency. Learning to organize materials and having them ready each morning is part of the learning process, therefore, we discourage calling for forgotten items. Teachers or students will not be called to the telephone while they are in class. A message will be left in the teacher's mailbox or on their voice mail system.

### **VACATIONS**

A vacation form obtained from the elementary office must be filed two weeks prior to the vacation date. The form must be filled out by the custodial parent or guardian and state the following:

1. The proposed educational value of the vacation.
2. Dates the student will be absent.

If vacation is granted, teachers will provide missing assignments after the trip – students will be responsible for completion of the assignments. **Four** excused but still non-legitimate vacation days may be permitted provided the student will not accumulate a total of 14 days absences. In addition, if

the student has already accumulated 6 non-legitimate absences the vacation will not be permitted. Parents will be notified in writing of approval or disapproval regarding the request. Vacation days will not be permitted during the week(s) of state achievement testing or other standardized testing or if the student has exceeded excessive absences or habitually truant thresholds. **Please call the school if you have any questions regarding specific testing dates.**

### **VISITORS**

Parents are welcome to observe the educational program in our schools. Such visits are to be prearranged with the teacher. Section 2917.211 of the Ohio Revised Code states that all visitors to the school building must register at the office before contacting any student or staff member. Visitors must obtain a “visitor” badge. It must be visible by staff and students. Students are not permitted to bring friends to school as visitors.

Lunch visits by family member can occur by following the following procedures:

- K-5 Parents or Grandparents call or email principal with this request the day before or the day of lunch.
- With a positive response from principal and directions, the guests will sign into the office, receive a visitor’s badge, are escorted to the cafeteria at the appropriate time.
- Adult eats with students, then signs out after lunch, and returns badge.
- There is no outside food as it often creates undue attention/distraction.

Please refrain from walking your child/children to the classroom in the morning. Our teachers are very busy preparing for the day and need to greet the students and get the day off to a smooth start. If you wish to talk to a teacher, stop in the office and we will contact the teacher to make an appointment.

### **VOLUNTEER PROGRAM**

We are proud of the many volunteers who have given freely of their time to help at the school. We invite your participation in this very worthwhile program. To become a volunteer, you must complete the volunteer request form located on our website, be annually board approved and have a BCI (Bureau of Criminal Investigation) check. Fingerprinting can be conducted at the school. Please make an appointment by calling the office.

Some of the ways the volunteers serve our school include monitoring swim classes, monitor playground activities, chaperone field trips, individual tutoring, reading, assisting young children, clerical tasks, organizing materials, and helping with special projects. If you would be willing to serve a few hours each week as a volunteer, please do not hesitate to call the school. There will be a volunteer sign-in book in the office. Please sign your name and obtain a “volunteer” badge that must be worn at all times.

### **WITHDRAWAL**

If you plan to move out of the district, you are asked to call the office with the date of your child’s last day. The student’s records will be transferred upon request of authorities of the school in which the child enrolls. Your child will remain on our roster and marked absent until enrolled in another school district.