Big Walnut Student Handbook

Preschool-6th Grade

2015-2016

www.bwls.net

Our Mission is to inspire and guide each student to his or her maximum potential.

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Big Walnut Local Schools Mission Statement

Our Mission is to inspire and guide each student to his or her maximum potential. We will accomplish this through our vision of

- **Staff**: student-focused, professional, and collaborative
- **Curriculum**: student-focused, challenging, and current
- **Environment**: safe, respectful, and welcoming
- **Community**: informed, involved, and supportive.

Board of Education

Dr. Allison Fagan, Mrs. Nicci Hess, Mrs. Mindy Meyer, Mr. Brad Schneider, Mr. Andy Wecker

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the Organizational Meeting in January. See the District's web site, www.bigwalnut.k12.oh.us for dates, times, and locations of Board meetings. All community members are invited to attend.

Administrative Team

Mrs. Angie Pollock	Superintendent
Mr. Mark Cooper	Assistant Superintendent
Mrs. Terrie Day	Treasurer
Mrs. Jen Young	Director of Academic Achievement
Mrs. Laura Lawrence	Director of Student Services
Mr. Ron McClure	Director of Administrative Services

Big Walnut Administrative Offices
105 Baughman St., Suite A
Sunbury, Ohio 43074
740-965-3010

Big Walnut Intermediate School
105 Baughman St.
Sunbury, Ohio 43074
740-965-7800
Principal: Ryan McLane

Big Walnut Elementary
940 S. Old 3C Hwy
Sunbury, OH 43074
740-965-3902
Principal: Robin Keating

Harrison Street Elementary
70 Harrison Street
Sunbury, OH 43074
740-965-7850
Principal: Kim Castiglione

General Rosecrans Elementary
301 S. Miller Dr.
Sunbury, Ohio 43074
740-965-8900
740-965-8993 (FAX)
Principal: Megan Rose Forman

Hylen Souders Elementary
4121 Miller Paul Rd.
Galena, OH 43021
740-965-3200
740-965-3986 (FAX)
Principal: Andrew Hoffman

School Hours

Intermediate

7:30 Students may enter buildings
7:45 Classes begin
2:25 Dismissal

1 Hour Delay Schedule:

8:30 Students may enter buildings
8:45 Classes begin
2:25 Dismissal

2 Hour Delay Schedule:

9:30 Students may enter buildings
9:45 Classes begin
2:25 Dismissal

Elementary

8:35 Students may enter buildings
8:45 Classes begin
11:30 AM Kindergarten dismissal
12:45 PM Kindergarten begins
3:35 Dismissal

1 Hour Delay Schedule:

9:35 Students may enter buildings
9:45 Classes begin
12:00 AM Kindergarten dismissal
1:15 PM Kindergarten begins
3:35 Dismissal

2 Hour Delay Schedule:

10:35 Students may enter buildings
10:45 Classes begin
12:30 AM Kindergarten dismissal
1:45 PM Kindergarten begins
3:35 Dismissal

BIG WALNUT LOCAL SCHOOLS CALENDAR
2015-2016 SCHOOL YEAR

Approved by the Board of Education
January 15, 2015

JULY 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015 (11)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	■13	■14	15
16	▲17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015 (20)

S	M	T	W	T	F	S
		1	2	3	4	5
6	H7	8	9	10	11	12
13	14	15	16	17	18	19
20	■21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015 (20)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	◄16	17
18	19►	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015 (17)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H26	27	28
29	■30					

DECEMBER 2015 (13)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	◄17	■18	19
20	21	22	23	24	H25	26
27	28	29	30	31		

*Waiver Days must be applied for and approved by the Ohio Department of Education.

AUGUST 2015

■13 Teacher Prof Dev
■14 Teacher Work Day
■14 Elementary/Intermediate Open House
▲17 First Day of School
20 First Day Kindergarten/PreSchool

SEPTEMBER 2015

H7 No School - Labor Day
■21 No School -Fair/Curriculum Day *
(teachers and all BWPSS)

OCTOBER 2015

28 No School-PS/Kindergarten ONLY
29/30 No School-ALL conference comp day

NOVEMBER 2015

H25-27 Thanksgiving Break
■30 No School- Teacher Prof Dev Day*

December 2015

■18 No School - Teacher Work Day

WINTER BREAK – DEC 21/JAN 1

JANUARY 2016

H18 M. L. King, Jr. Day - No School

FEBRUARY 2016

H15 Presidents' Day - No School

SPRING BREAK – MARCH 25 / APRIL 1

MAY 2016

TBD Graduation
26 Last Day for Students
27 Teacher Work Day
H30 Memorial Day - No School

Make-up days, if needed:
May 27, 31, June 1, 2, 3

LEGEND	
▲	First/Last Day of School
H-	Legal Holiday
■	Teacher workday
►	Start of Grading Period
◄	End of Grading Period

JANUARY 2016 (19)

S	M	T	W	T	F	S
					1	2
3	►4	5	6	7	8	9
10	11	12	13	14	15	16
17	H18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016 (20)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016 (18)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	◄18	19
20	►21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016 (20)

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016 (19)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	▲26	■27	28
29	H-30	31				

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

177 student days

Attendance

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within one week of the date on which the child begins to reside.

The State Department of Education, Section 3321.0 of the Ohio Revised Code, has formulated the following rules and regulations, which govern the past absences of students from school. The child's parent or legal guardian must communicate explanation of the child's absence to the school office by phone the day of the absence and by written note upon the student's return to school. If there is no notification provided within ten days then it is an unexcused absence/tardy. If a student will be absent for twenty or more consecutive school days, the parents must contact the principal to explore the possibility of home instruction. In accordance with ORC3321.03, chronic attendance violation cases of truancy are referred to Juvenile Court.

Absences Reporting Procedure

If your child does miss school, **parents need to notify the school by 9:30AM** for elementary and **8:30AM** for intermediate of his/her absence. If the school is not notified, the school must attempt to contact you at home or work. This is a result of the Missing Child Act passed in April 1985. **Parents need to provide notification and reason for absence within <u>ten</u> school days.**

Listed below are the kinds of absences that will be considered as **<u>excused absences</u>**:

1. School activities (will be reviewed on a case by case basis)
2. Doctor or dentist appointments (note from the health care provider required).
3. Absences where a doctor has indicated the student should not attend school. In this case, a doctor's note will be necessary. The note must specify the exact dates that the individual should have been absent from school. **Personal illness not requiring a doctor's note requires parent notification. Students missing 15 or more days of school must provide a doctor's note. Absences in excess of 15 days that are not documented by a doctor's note will result in an unexcused absence.**
4. Confinement to a hospital, clinic, or a similar health related institution.
5. Funerals / death / emergency in the family
6. Court appearances
7. Religious holidays
8. Quarantine of the home
9. Reasons subject to principal approval
10. Bus missing stop

Listed below are the kinds of absences that will be considered as **<u>unexcused absences</u>**:

1. Truancy
2. Oversleeping
3. Car Problems / Late ride / missing the bus

4. Out-of-school suspensions
5. Other absences as determined by the administration

Pre-Planned Absences
Parents must obtain a "PRE-PLANNED ABSENCE REQUEST FORM" from the office when known in advance that a child will not be attending school (i.e. family vacation, participation in the Delaware County Fair, etc). The form is to be completed by the parents and submitted to the office for principal approval at least two days before the pre-planned absence. Work may be given in advance and will be due upon the student's return. Other work will be kept for the student during the course of the absence. That work will be due within the same number of days as the length of the absence.
Please note that absences not authorized according to attendance policies and procedures will be counted as unexcused.

Elementary Arrival
8:46-9:30 - Tardy
9:31-10:20 - ¼ Day Absence
10:21-12:25 - ½ Day Absence
12:26-2:00 - ¾ Day Absence
2:01-3:34 - Full Day Absence

Intermediate Arrival
7:46-8:59 - Tardy
9:00-10:44 - ¼ Day Absence
10:45-11:59 - ½ Day Absence
12:00-1:14 - ¾ Day Absence
1:15-2:24 - Full Day Absence

Elementary Sign Out
8:46-9:30 - Full Day Absence
9:31-10:20 - ¾ Day Absence
10:21-12:25 - ½ Day Absence
12:26-2:00 - ¼ Day Absence
2:01-3:34 - Tardy (Early Departure)

Intermediate Sign Out
7:46-8:59 - Full Day Absence
9:00-10:44 - ¾ Day Absence
10:45-11:59 - ½ Day Absence
12:00-1:14 - ¼ Day Absence
1:15-2:24 - Tardy (Early Departure)

*Students leaving and returning within the same school day will have their absence calculated based on the time out.

Make-Up Work
As a general rule, students are given the same number of days as the length of the illness to complete and turn in make-up work. For example, a child absent three days from school would be given three days upon his/her return to complete and turn in the missed work.

If your child is going to be out of school due to illness for two days or more and you would like to receive assignments, please contact the office by 10:00 AM. The teacher will be notified. Assignments can be obtained in the office after 2:30 PM.

Early Dismissal/Transportation Changes
For your child's safety and protection, students are not to leave the school or playground during the school day without special permission. Any students leaving during the school day will ONLY be dismissed from the office.
If your child's transportation will change, please notify your child's office **at least an**

hour before dismissal. If a child will be accompanying another student on the bus or picked up with another student, notification must be received from BOTH sets of parents.

Tardiness

Any students who are not in their assigned classroom when school officially begins for the day will be counted tardy. **The start of the school day begins at 8:45 AM for elementary and 7:45 for intermediate.** Habitual tardiness to school will be referred to the attendance officer for follow-up. Excessive violations may result in Juvenile Court proceedings.

Bullying, Anti-Harassment, Intimidation Policy

Harassment, intimidation or bullying behavior by any student/school personnel in the Big Walnut Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, (i.e., internet, cell phone, social media site, personal digital assistant (PDA), or wireless handheld device, etc) either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official bus stop. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. These reports can be formal, informal or anonymous. See Appendix A.

Bring Your Own Technology (BYOT)

Big Walnut Local Schools is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, BWLS will implement a program that will allow students to access our guest wireless network using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners, and use productivity tools provided by Big Walnut Local Schools. Added benefits of this plan will allow future access to digital textbooks and increase access to learning content. Please refer to the BYOT Agreement and Permission Form.

~~Communication~~

~~Big Walnut uses an emergency call system to notify parents of school delays, closings and other important information. Please visit our website at www.bwls.net and register under the "Eagle-i" button to receive important information through e-mail, phone calls, and/or text messaging.~~

Dress Code

Big Walnut Local School District students are expected to maintain a high standard of behavior, and each student is encouraged to dress in a manner that is appropriate. Research has shown a correlation between appearance and behavior, especially in the school setting. Respect for self, school, home, and community can be reflected by the way you dress. The building administrator or designee may exclude any student, when, in his/her judgment, apparel is not consistent with the standards established below:

1. Hats, head coverings, bandanas, sweatbands, and sunglasses should only be worn outside the building.
2. Appropriate footwear must be worn for safety and sanitation reasons. Examples of unacceptable footwear include flip flops, slippers, and loose fitting footwear that cannot safely and securely remain on the student's feet. Shoes must cover heels.
3. Clothing must be safe for school activities. Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see through tops, open mesh garments, garments with open sides which expose skin or undergarments.
4. Lower garments are to be worn at the appropriate level and cannot drag the floor. Lower garments should not allow any portion of the undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. No form fitting shorts of any kind may be worn unless worn completely under a shirt/dress.
5. Patches, insignias, buttons, jewelry, clothing, or other items that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.)
6. Coats and jackets are meant for outdoor wear and must be kept in school lockers or other designated areas during the day.
7. Jewelry or articles judged potentially harmful to students are not acceptable.
8. Excessive make-up, which causes disruption, is not permitted.
9. Distracting hair is not acceptable.

Family Educational Rights and Privacy Act ~~for Big Walnut Local Schools~~ (FERPA)

The following rights are afforded parents and students over 18 years of age ("eligible students") under The Family Educational Rights and Privacy Act:

1. **The right to inspect and review the student's education records within 45 days of the day the school received a request for access. Parents or eligible students should submit to the school principal (or the principal's designee) a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and location where records may be inspected.**
2. **The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or the principal's designee), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible**

student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except that FERPA authorizes disclosure without consent.

4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; as person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Big Walnut Local School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   400 Maryland Avenue, SW
   Washington, DC 20202-4650

   Big Walnut Local Schools will release standard student demographic data to non-profit organizations. If you do not wish to have data concerning your child released, in writing, notify the principal of your child's school.

Field Trips

Field trips are an opportunity to participate in educational experiences beyond the regular classroom. Only classroom students and adult chaperones are permitted on field trips.

Permission slips signed by a parent or guardian must be on file in the office prior to the date of the trip. A telephone call giving permission is not a signed permission slip.

Field trips are a privilege, not a right. A student's attendance and attitude are key factors in determining his/her participation in these educational opportunities.

Food Brought to School

Safety of our students is a top priority each day. In an effort to further promote the safety of all students, the following guidelines are now in place:
1. All food items brought in for students, besides your child(ren), must be purchased from a store, individually packaged, and labeled with ingredients. Baked goods from home are no longer permitted to be given to other students.
2. Food items being brought/sent in for other students must be nut-free (no peanuts, tree nuts, etc.).
3. Food items being brought/sent in for other students cannot be processed in facilities that

process nut products (as noted on any labels).
4. We strongly encourage celebrating special days with non-food items. There are many ideas that can be found by doing a quick search on the internet. Please communicate your idea with the classroom teacher.
5. Grade level teams and/or individual teachers may have more specific requirements, based on the needs of their students. These requirements will be communicated to you by each team/teacher as needed.

~~Forms~~

~~The following forms will be provided at the beginning of the year and are available at our District website: www.bigwalnut.k12.oh.us~~

- ~~Student Registration~~
- ~~User Agreement and Parent Permission (computer)~~
- ~~Transportation Request~~
- ~~Field Trip Permission~~
- ~~Medication Forms~~
- ~~School Records Request~~
- ~~Free-Reduced Lunch Application~~
- ~~Media Release~~

Gifted Identification and Services

The State of Ohio requires gifted identification, however, it does not mandate comprehensive services for children identified as gifted. Big Walnut Local Schools follow the state term of "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified following procedures and criteria established by the Ohio Revised Code, Section 3324.03.

If you wish to find out more about the "Big Walnut Policy and Plan for the Identification of Children Who Are Gifted" or "Gifted Education Services and Eligibility Criteria", please contact your child's school or the Big Walnut District office to obtain additional information.

~~Homework~~

~~Homework provides an opportunity for parents to become partners in their child's learning process. Teachers assign homework to strengthen specific skills. The amount of homework may vary throughout the year depending on projects and units of instruction.~~

Health & Medical Needs

Illnesses

Your child needs to be free of vomiting, diarrhea, or rash for 24 hours and/or fever-free without medications for 24 hours. Students will be sent home with any of these symptoms,

which will prevent spreading illness among our students and staff. If you have any questions or concerns, please feel free to contact District Nurse, Megan Truax.

Compulsory Immunizations

Listed below are the immunizations your child must have according to the Ohio Department of Health and the Ohio Department of Education:

Vaccines		Fall 2010 Immunization Requirements for School
DTaP/DTP/DT Diphtheria, Tetanus, Pertussis		**Kindergarteners** 5 doses of DTaP, DTP or DT, or any combination, if the 4th dose was administered prior to the 4th birthday. **Grades 1-12** 3-4 doses of DTaP, DTP, DT or Td or any combination. **Grade 7** 1 dose of Tdap vaccine must be administered prior to entry.
Polio		**K-12** 4 doses if a combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses. **Grades 1-12*** 4 doses if a combination of OPV or IPV was administered. 4 dose of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.
MMR Measles, Mumps, Rubella		**K-12** 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
Hib Haemophilus Influenza Type b		**None**
HEP B **Hepatitis B**		**K-11** 3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
Varicella (Chickenpox)		**Kindergarten** 2 doses of Varicella vaccine must be administered prior to entry. **Grade 1-4** 1 dose of Varicella vaccine must be administered on or after the first birthday.

*Students enrolled in school on or after the 1999-2000 school year should have received a total of four doses of polio vaccine. Students enrolled prior to the 1999-2000 year are required to have a minimum of 3 doses.

Dispensation of Medications

A " MEDICATION REQUEST FORM" must be on file in the office for any **prescribed** medication to be dispensed to your child. This form must be signed by the prescribing physician.

This form is available in the school office or on our district website at www.bigwalnut.k12.oh.us. Medication brought to school must be in the original
container. Medication must be brought to school by a parent or parent designee.

It cannot be sent with the student. It will be stored in a secure location in the office and dispensed by the principal or his/her designee. A medication log is maintained in the office including student name, type of medication, date and time medication is administered.

A " MEDICATION REQUEST FORM" must be on file in the office for any **non-prescription/over-the-counter** medication to be dispensed to your child. This form is available on our district website and must be completed prior to dispensation of medications. Again, original containers must be provided. Dispensed medication will be recorded on the medication log in the office.

Communicable Diseases

Following is a list of Communicable Diseases from the Delaware County Health Department. Should your child contract a communicable disease please notify the office.

Disease:	**Exclusion from School:**
Chicken Pox	until all lesions are dry
Mumps	until swelling is gone
Impetigo	until lesions are no longer draining
Pink Eye	until discharge from eye(s) cease; 24 hours on medication
Head Lice	until treated and cleared by school personnel
Scabies	until adequately treated
Ringworm	until under medical control

Allergies and/or Medical Plans

If your child has an allergy or other special medical needs, please notify your child's teacher, office, and the cafeteria.

Lockers: (Big Walnut Intermediate School only)

Each student is responsible for his or her combination lock for his or her hallway ~~and gym~~ locker. The
combination lock will be provided to homeroom ~~or physical education~~ teacher. Lockers should be
kept locked at all times. Students should not reveal their locker number/combination verbally or visibly, or they cannot expect their property to be safe. Lockers must be cleaned every nine weeks.
Lockers should be kept clean inside and out. Gummed labels; stickers, and/or pictures are not to be
displayed inside or outside of the locker. Markers (including dry erase markers) may not be used on

lockers. Damage caused by misuse will be charged to the student responsible. ~~Students should not leave money or other valuables in lockers. Such items should be turned in to your homeroom teacher or the office for safekeeping.~~ If a school supported (e.g. team spirit poster) locker display is placed on the locker, it must have prior administrative approval and only masking tape must be used.

~~Lost and Found~~

~~Many articles are lost at school each year and never claimed by their owners. To decrease the likelihood of lost items, use permanent ink to label all student items. Articles found in the building and on the school grounds are placed in the "Lost and Found." Articles that cannot be identified or are not claimed will be given to charitable organizations at various times throughout the year.~~

~~Notification of Rights~~ Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam to screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Big Walnut Local School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Big Walnut Local School District will directly notify parents and eligible students of these policies at least annually, at the start of each school year, and after any substantive changes. The Big Walnut Local School District will also notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C, 20202-4650

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled at the conclusion of the first grading period. ~~During this time, information will be shared with you concerning the academic/social progress of your student.~~ Conference times will be arranged through your child's teacher. Conferences may be arranged at other times throughout the year by request of the parent, teacher, or building principal.

~~Parent-Teacher Organization (PTO)~~

~~Parent-Teacher Organizations are an important part of each school. The goal of the PTO is to provide service and assistance for enrichment of students and staff. The PTO meets periodically during the school year (day to be determined). All parents are encouraged to become members and attend meetings. An informational packet will be sent home at the beginning of the school year. Check your school's website for meeting times and events.~~

~~Playground Rules~~

~~Students are to use playground equipment in the manner for which it was intended. For example, students must sit on swings, go down slides on their bottoms, and sit on benches. Behavior must be safe and promote positive outcomes and team building.~~

Promotion and Retention ~~in the Big Walnut Schools~~

The promotion/retention of a student in any grade level should always be in the best interest of the student. The first consideration for student retention is the inability to meet at least minimum levels of knowledge and skills at his or her grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social development, and attendance will also be considered. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Reporting Student Progress

Student academic progress will be reported to parents on consistent intervals throughout the year. Parent conferences and interim reports will be provided to keep parents informed of student progress. At the Intermediate building, parents will have access to Power School and will have access to their child's academic progress on an ongoing basis.

Big Walnut implements a Response to Intervention (RtI) model to meet the needs of all students. Each student is universally screened in the areas of literacy and math three times per year. Data teams that are comprised of various professionals including but not limited to classroom teachers, intervention staff, and the school principal look at student data to determine the needs of students to receive support in academics and/or behavior. Throughout these interventions, the student's progress is monitored and will be communicated to the parents. If the educational team, which also includes the parents, has a concern about a lack of or stalled progress, a switch in intervention may be made or further conversation of meeting the student's needs may occur. ~~Ohio Achievement Assessments and/or Standardized testing are provided as another means of evaluating student progress in grades two through six. Results of these tests are provided to the parent or guardian. Parents are encouraged to contact their child's teacher if questions or concerns arise.~~

K – 3rd Grade

Students in grades Kindergarten through 3rd receive marks based on Academic Skills and Effort/Behavior. They are as follows:

Skills	Effort/Behavior
4 = Far Exceeds Expectations	O = Outstanding
3 = Consistently Meets Expectations	S = Satisfactory
2 = Progressing Toward Expectations	U = Unsatisfactory
1 = Experiencing Difficulty	

4th - 6th Grade

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	59 –

School Breakfast & Lunch

Students in grades 1-6 and full-day kindergarten may purchase a lunch from the cafeteria. ~~Each Big Walnut school participates in the National School Breakfast and Lunch Program and offers balanced meals available to all students.~~ Student breakfast is $1.25 and lunch is $2.50. ~~Checks sent to school will be deposited into your child's account.~~ Payments may be made through our on-line payment system on our website: www.bwls.net, through a check sent to school, or through a credit card transaction at school. Students are permitted no more than $6.00 in charges until the account is current.

Applications for the Free and Reduced-Price Meal Program are distributed to all students at the beginning of each school year. If you would like an application to this program, please contact your child's school.

School Fees

School fees for the 2015-16 school year are $50.00 per student. Fees are due at the beginning of the school year. School fees are used for the annual purchase of consumable items (i.e. workbooks) and software subscriptions for individual students. Until fees are paid, students may not purchase school pictures or Scholastic books. School fees are waived for those students who qualify for Free Lunch. Those students who qualify for Reduced Lunch will pay $25.00 per student.

School Parties/Birthdays

Various school parties are planned during the year by classroom teachers and the PTO. Birthdays are special - ask your child's teacher for specific guidelines on treats and times for the class. Delivery of flowers, balloons, and/or clowns is prohibited during the school day.

*Please refer to the section titled "Food Brought to School" for guidelines on what food is appropriate for these events.

Student Code of Conduct

The purpose of discipline is teaching students to control their own behavior in accordance with socially accepted standards.

As students progress from kindergarten to 6th grade, they become increasingly responsible for their behavior. The following behaviors are considered serious in nature and may result in disciplinary action. The principal considers many factors including age, previous discipline reports, disability and severity of behavior when considering disciplinary action.

- ✓ Fighting/Assault
- ✓ Threats
- ✓ Leaving school without permission
- ✓ Damage of property
- ✓ Disruption of the learning environment
- ✓ Insubordination
- ✓ False Alarms

- ✓ Possession or use of alcoholic beverages, narcotics, drugs or tobacco
- ✓ Possession of dangerous weapons or look-alikes
- ✓ Theft
- ✓ Sexual harassment
- ✓ Non school time violations toward school personnel, school property, or an event that disrupts the learning environment
- ✓ Abuse of electronic devices/Misuse of internet
- ✓ Lying/Cheating/Forgery
- ✓ Behaviors disruptive to the learning environment or use of objects causing disruption
- ✓ Behaviors that may cause injury to self or others (running in halls, shoving, playground actions, etc.)

~~Teacher Qualification Information~~

~~In line with the No Child Left Behind Act, please be aware that a parent may request, and will be provided in a timely manner, information regarding the professional qualifications of their student's teachers. Included in this information will be whether the teacher meets state licensing criteria for grade level and subject taught, whether the teacher is under emergency or provisional status, the undergraduate degree and graduate degree held by the teacher, and if the child is served by a paraprofessional, and their qualifications.~~

Toys & Novelties

Toys and novelties should stay at home except with principal permission. Any item that resembles or can be used as a weapon may not be brought to school.

Transportation

The Big Walnut Board of Education is committed to ensuring the safe and efficient operation of its school buses. Pursuant to Ohio Revised Code 3327.014 students riding District school buses may have such bus riding privileges suspended by the Superintendent or other District administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the

Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding District buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or Administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or Administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the

student shall be notified of the suspension and the reasons therefore within one school day of the suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of O.R.C. 3313.66©.

School Bus Discipline Plan

1. Follow directions the first time they are given.
2. Stay in your seat while the bus is moving.
3. Keep hands, arms, feet, and objects to yourself.
4. No eating or drinking on the bus.
5. Respect yourself, drivers, others, and property. Please keep in mind that students are not permitted to board the bus with any type of animal, insect, glass, or any other dangerous materials or objects.
6. All items need to be placed in the backpack; if a child needs to bring a project that does not fit in the backpack, please pre-arrange with your bus driver.

Due to the fact that the buses are operating at capacity load, we may NOT be able to honor notes requesting that students ride a different bus. Students will only be transported to and from their place of residence or, if arrangements have been made in advance, to their childcare provider.

Bus drivers will work with students, parents and administrators to ensure safety.

Vacationing Parents

Each year some of our parents go on trips or vacations, leaving their children with friends or family. The school needs certain information in case something should happen. It is also a good idea to include information on the child's medical history and any allergies.

Before you leave on vacation, the school must have a **notarized** medical consent form including:

1. Child's name
2. Name, address and telephone number of responsible adult
3. Length of time the responsible person is in charge
4. Parent's signature and date

Visitors

Visitors are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the school office upon entering the school to sign in and obtain a visitor's pass. Any visitor found in the building without a visitor/volunteer badge will be asked to return to the office.

In order to protect our educational process, we ask that visitors and volunteers respect our learning environment and minimize the disruption of learning by remaining in scheduled areas. If parents wish to meet with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process. Students may not bring visitors to school without first obtaining permission from the building principal.

Appendix A

The Big Walnut School District is committed to providing a safe, positive, productive, and educational environment for all students.

Bullying means treating anyone badly over a period of time- enough to cause the person to feel bad or hurt, either inside or outside (mentally or physically) or to affect their school work and/or make them not want to come to school. Bullying could be name calling, taunting, making threats, having hands or feet on someone or spreading rumors.

Bullying Report

Your Name:	
Address:	
Phone Number:	

Where do you go to school?	
What grade are you in?	
If not a student, what is your relationship to the school?	

Incident Report

Who did it?	
Where did it happen?	
Who knows about it?	

What happened? (Attach more paper as necessary)

How did you feel?

Recommendation for Solution - What would you like to see happen?(Attach more paper as necessary)

Confidentiality

I understand that the District shall maintain the confidentiality of my name, the name of the person(s) accused of the harassment, and any other names of potential witnesses, to the extent possible consistent with the District's legal obligations and the necessity of investigating the allegations. I also understand that if the alleged victim is a student and the alleged harassment has the appearance of potential sexual abuse, the District has an obligation to report the incident(s) to Children's Services and/or other appropriate governmental agencies. I understand that if I am under eighteen (18) years old, my parents may be contacted about this matter.

No Retaliation

I understand that filing a complaint of harassment is a protected activity. If I feel as I have been retaliated against in any way for making this complaint, I understand that the District will investigate the retaliation and, where founded, will take disciplinary action. I understand that I can be disciplined for making a false complaint.

To the best of my knowledge, the information, I have presented is true. I state that I have not intentionally made false accusations. Please turn this in o a trusted adult. This information can then be passed on to the building principal.

Signature of Person Reporting	Date	Signature of Person Receiving	Date