

# C. O. Harrison Elementary School

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ohlsd.us/coharrison/

**Mr. Brian Connors**

**Mrs. Amy Marquette**

**Principal**

**Assistant Principal**

## Home of the Colonels Be Your Best Self!

**This school agenda belongs to:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

## ***Student Handbook 2018-2019***

### **SCHOOL INFORMATION C. O. HARRISON MOTTO**

“Be Your Best Self”

#### **C. O. HARRISON PRIDE PLEDGE C. O. HARRISON SCHOOL SONG**

I want to make myself better today We're proud to be at C.O. Harrison. Than I was yesterday. We think our school is #1. My teacher cannot do this for me. From kindergarten through the fifth grade, I must do it myself. Our students really like to come.

In the way I look, in the way I act, We like our rooms and our activities, And in my work, Our teachers, friends, and Principals. I will be my best self. So let us sing for C.O. Harrison,

The school we love the best of all. I am  
RESPONSIBLE for my actions, therefore I must be RESPECTFUL, ATTENTIVE, ORDERLY, have  
SELF-CONTROL, and be PUNCTUAL. I believe I can learn. I will succeed in learning TODAY.

#### **SCHOOL MASCOT COLORS**

The C. O. Colonel Red & Black

#### **C. O. HARRISON VISION**

Through exceptional instruction and high expectations, C.O. Harrison Elementary will be recognized for maximizing the growth and achievement of students who are passionate learners and confident leaders.

#### **C. O. HARRISON MISSION**

All students attending the Oak Hills Local School District achieve success by graduating with individual skills for career and college readiness and global competence.

C. O. HARRISON CORE VALUES As Colonels, we believe ...

- all students can learn and grow.
- in high expectations for the learning and behavior of our students and ourselves.
- in inspiring a passion and ownership for learning.
- in making decisions with the individual student in mind.
- in the value and strength of collaboration among students, parents, staff, and community.
- in integrity and respect.

**WHO WAS C. O. HARRISON?** Our school was named after a man who was Principal of Delhi Elementary School (now Delhi Middle School) for 32 years - 1931- 1963. His full name was Creed Oney Harrison. You can easily see why people called him "C.O." In addition to being a Principal, he was a baseball and basketball coach for many years. The Delhi Gym is also named after him. He had two sons and one daughter. One of his sons became a school Principal in the Cincinnati Public Schools. Several of his family still live in Delhi. Mr. Harrison was named an Honorary Kentucky Colonel which is the reason our school mascot is the Colonel. After he retired, he moved to a farm in Maysville, Kentucky, where he has since passed away. He left behind a rich legacy of educational leadership and an abiding love of children and family.

**SCHOOL HOURS** Morning Kindergarten 8:50 a.m. - 11:35 a.m. Afternoon Kindergarten 12:45 p.m. - 3:30 p.m.  
Grades 1 - 5 9:00 a.m. - 3:30 p.m.

***C. O. Harrison Elementary School Code of Conduct***

The C.O. Harrison Community expects and encourages all students to be successful learners. High student achievement and growth is our focus and we believe this is supported by focusing on the whole child. At C.O. Harrison, we support our students' growth, behavior and leadership skills through the use of two frameworks: Positive Behavior Supports (PBS) and 7 Habits of Happy Kids.

PBS includes clearly defining and teaching students what behavior is appropriate for each area of the school or students' daily routine. These behaviors have been developed around three core expectations.

1. Be Respectful 2. Be Responsible 3. Be Safe

As students learn and demonstrate these positive behaviors, staff members recognize students with "Colonel Badges" to reinforce these behaviors. Students earning badges are entered into a weekly and quarterly drawing where students have the opportunity to win prizes.

The 7 Habits of Happy Kids framework provides guiding principles for being successful in school, collaborating with others, and developing leadership skills. Students are taught about the seven habits through fictional stories where characters experience real world situations kids may face like how to deal with differences in opinions. The 7 Habits include:

1. Be proactive 2. Begin with the end in mind 3. Put first things first 4. Think win-win 5. Seek first to understand, then to be understood 6. Synergize 7. Sharpen the saw

Working together, the PBS and 7 Habits of Happy Kids frameworks help students learn appropriate behaviors conducive to a positive elementary school experience. With support from our community, we can ensure each child reaches his or her potential.

### **Student Behavioral Expectations**

Students at C. O. Harrison Elementary have the right to a safe and secure environment where they are respected and are able to learn without disruption.

#### **While at school . . . BE RESPECTFUL by:**

- Removing hats and sunglasses upon entering the school building, unless it is due to a medical condition

BE RESPONSIBLE by:

- Leaving toys, audio equipment and electronic games at home unless brought for a specific classroom activity.

- Having your materials, supplies, and instructional items for each day. BE SAFE by:

- NOT consuming candy or gum in the hallways, on the playground, or in the carpool area.

#### **In the hallway. . . BE RESPECTFUL by:**

- Walking silently

- Keeping hands and feet to self

- Keeping hands off walls and bulletin boards

BE RESPONSIBLE by:

- Following teacher directions

- When in line stop at corners

- Taking the most direct route

BE SAFE by:

- Staying in line

- Facing forward

- Staying to the right

**In the bathrooms . . . BE RESPECTFUL by:**

- One person per stall
- Using the bathroom silently
  - Respecting the privacy of others BE RESPONSIBLE by:
- Using restroom
- Using only what you need
- Flushing toilet once
- Washing hands with soap and turn off water
  - Throwing away trash BE SAFE by:
- Keeping feet on the floor
- Keeping soap and water in the sink
  - Walking at all times In the lunch line . . . BE RESPECTFUL by:
- Using kind words
  - Being attentive/ follow directions BE RESPONSIBLE by:
- Getting what you need
- Placing all food on your tray
  - Being prepared with ID number and/or money BE SAFE by:
- Staying in line
- Talking softly
- Keeping hands, feet and objects to self
  - Walking at all times In the lunchroom. . . BE RESPECTFUL by:
- Sitting four students to a bench
- Keeping hands and feet to self
- Talking softly only to students at your table
- Using good table manners
  - Raising hand if you need assistance and wait quietly BE RESPONSIBLE by:
- Having utensils and condiments before sitting down
- When dismissed, organize trash (table and floor)
- Staying in line
  - Throwing away trash as you exit the lunch room BE SAFE by:
- Only eating your own food
- Staying at table unless you have permission to leave
  - Walking at all times On the playground . . . BE RESPECTFUL by:
- Using kind words
- Including everyone

● Showing good sportsmanship BE RESPONSIBLE by:

- Staying in assigned areas
- Using the equipment properly

● Promptly lining up when whistle blows BE SAFE by:

- Playing only noncontact games
- Reporting problems/injuries to an adult immediately

● Using self-control \* Playground equipment is to be used during the school day only under the supervision of a staff member. The playground is closed before school and from 3:25 – 4:00 p.m. while cars are moving in the parking lot.

**In the carpool area . . . BE RESPECTFUL by:**

- Talking softly

- Keeping hands and feet to self
  - Following directions BE RESPONSIBLE by:
- Keeping food, drinks, and belongings in your backpack
- Watching for your ride
  - When cars are moving, stay behind the line BE SAFE by:
- Staying in carpool area
- Walking at all times
- Exiting only through the opening in the rope
  - Recess equipment is closed from 3:25 to 4:00 p.m. In the multi-purpose room for bus dismissal . . . BE RESPECTFUL by:
- Keeping hands and feet to self
- Talking softly only to students in your bus line
  - Following directions BE RESPONSIBLE by:
  - Listening for your bus to be called. BE SAFE by:
- Staying seated.
- Following safety patrol member to bus.
  - Walking at all times. In the bus loading area . . . BE RESPECTFUL by:
- Talking softly
  - Following directions BE RESPONSIBLE by:
- Wearing backpack until you are seated
  - Keeping all materials in your zipped backpack BE SAFE by:
- Staying in line when entering/exiting
- Walking at all times
- Keeping hands and feet to self
  - Staying seated in assigned bus seat As a walker, walking home . . . BE RESPECTFUL by:
- Using kind words
- Keeping hands and feet to self
  - Following directions BE RESPONSIBLE by:
- Leaving through the correct exit
  - Being a positive role model BE SAFE by:
- Staying on sidewalk
- Walking at all times
- Walking around ice or puddles
- Staying off recess equipment (playground is closed 3:25-4:00 pm)



## **Parent Rights and Responsibilities**

Parents of C. O. Harrison Elementary students have the right to clear, concise information in reference to their child and the opportunity to have input on the educational program available to their children. Parents have the right to expect the school to be safe and orderly and conducive to learning. It is the RESPONSIBILITY of the parent to:

- RESPECT school policies, procedures, and staff.
- Read over the agenda with their child.
- Attend conferences, parent organization meetings, Family Nights, and Open Houses.
- Understand that it is our goal that parents, teachers, and administrators will work in partnership to improve the behavior and academics of all students, thus benefiting the total student body.
- Provide classroom teacher and the office with current phone numbers and addresses and pay all student fees.

## **GENERAL INFORMATION**

Absence Procedure and Policies Accident or Illness During School Day Arrival and Dismissal Times Arrival and Dismissal Procedure Bicycles/Skateboards/Scooters Bus Assignments Classroom Discipline Procedures Conferences Colonel's Corner Dress Code Emergency Closings/Delayed Openings Fitness Education Clothes Homework Policy Library Guidelines Lost or Damaged Books Lunch Charges Medication Policy Parties School Fees School Visitation Smoke-Free Schools

Special School Activities and Programs Student Insurance Student Records Telephone Usage Withdrawal from School OHLSD Student Code of Conduct

Hazing, Bus Conduct Acceptable Use (Computers) Policy Student Records/Parent Notification Student Surveys/Parent Notification Request to Inspect Instructional Material

### **ABSENCE PROCEDURE AND POLICIES**

When a student is absent, it is the responsibility of the parent to call the school at 513-922-1485, press 1 for attendance, before 9:45 a.m. to leave a message with the reason for the absence. Parents may email the child's teacher to request homework to be picked up in the office at 3:30 if the student is absent for more than one day.

When a student is tardy, he/she must report to the office to sign in and get a tardy slip before going to class.

In accordance with the 2017 adoption of Ohio House Bill 410, schools are now required to record attendance through hours rather than days.

Tardies: Tardies, without exception, shall be unexcused and will be included in the tally for attendance hours.

#### **Absences (excused or unexcused\*):**

Reasons for which absences may be excused include, but are not limited to: personal illness of the student, illness in the student's family, death in the family, quarantine for contagious disease, religious reasons, medical or dental appointment, or Principal's make the final determination whether a student is excused or unexcused.

\*When the child brings in a Doctor's note (must include specific dates), the unexcused absence is changed to excused.

## **ACCIDENT OR ILLNESS DURING SCHOOL DAY**

If a student becomes ill or is injured at school, every effort will be made to contact one of the parents immediately. If this is not possible, the school will call the emergency number given by the parent along with an alternate person. It is, therefore, most important to report any changes in phone numbers of alternate persons promptly to the school in writing. The school does not have the means to care for an ill child for an extended period of time. It is the parent's responsibility to provide a way for a child to be picked up promptly in case of illness. Whoever picks up the child must sign the release form in the office and provide a photo ID.

## **ARRIVAL AND DEPARTURE TIMES**

Students who walk or are brought in a car are not to arrive before 8:30 a.m. as there is no staff supervision available before this time. For the same reason, students must be picked up or leave the building by 3:45 p.m. in the afternoon. Students must go home in their normal manner unless a written directive from the parent is received. Special requests for early arrival must be submitted to principal for approval.

## **ARRIVAL AND DISMISSAL PROCEDURE**

Adults are asked to refrain from entering the school building during arrival and dismissal time. This is to secure orderliness and promote safety and security. If a parent wishes to pick up a child before the normal dismissal time, a note should be sent to the student's teacher in advance. Parents are to come to the office to sign a release form and have the student called from class. A photo ID is required to sign out a student and the adult must be listed on the student's Emergency Medical Form .

- Students who need to reenter the building after dismissal should report to the office unless they are participating in a supervised activity.

## **BICYCLES/SKATEBOARDS/SCOOTERS**

If a student rides a bike to school, it must be parked in the bike rack. Students are not allowed to ride bikes around the school property immediately before or after school as this creates a safety hazard. The school cannot assume responsibility for the safety of bicycles. It is advisable to have bicycles chained and locked to the bicycle rack. Skateboards or scooters may not be ridden to school or on school grounds.

## **BUS ASSIGNMENTS**

Students within the C. O. Harrison attendance area who reside more than two miles from the school will be transported by Oak Hills buses. Students must ride the assigned bus unless permission is granted by the school or Transportation Department. Students who are not eligible for Oak Hills transportation are not permitted to ride an Oak Hills bus. Occasionally, there are valid reasons when a student needs to depart from a school bus other than his/her normal stop or ride a different Oak Hills bus. Whenever this is to be done, it is mandatory that a request be written by the parent and COUNTERSIGNED by the office. Requests of this nature are only accepted from assigned Oak Hills bus riders.

## **CLASSROOM DISCIPLINE PROCEDURES**

Each teacher will have rules and procedures which they are expected to follow. Teachers will provide positive reinforcement to encourage students to follow standard rules of conduct. If that is not displayed, then consequences will be implemented.

Teachers use a daily plan with incremental consequences. Modifications may occur to meet the needs of individual students. Each day, the "slate is wiped clean" for all students.

Specific details regarding the type of incremental consequences that a teacher may use will be shared with parents at Open House.

Any student who participates in severe misbehavior or who chooses a pattern of classroom misbehavior is subject to

more immediate and severe consequences such as detention, suspension from school, emergency removal from class, exclusion from class activities such as field trips, assemblies, parties, programs, or exclusion from school sponsored activities.

\*When a detention is issued, a notice will be sent home stating the date, time, length and reason(s). This form is to be returned, signed by a parent, the next school day. Failure to return notice by the next day will result in an additional detention.

### **CONFERENCES**

Individual parent-teacher conferences are scheduled each year in the first semester. If you desire a conference at any other time, please contact your child's teacher or the office to schedule a time.

## **COLONEL'S CORNER**

The Colonel's Corner is a weekly digital newsletter that is emailed to our C.O. Harrison community each Friday. It contains the school lunch menu, listing of volunteers, and occasionally community related announcements. It will also be posted on the school website. Please make sure your email address is updated on your online EMA so we can email it to you.

## **DRESS CODE**

A student's appearance contributes to good order and a positive educational atmosphere. Students need to practice good personal hygiene and wear neat, clean clothing. Modesty must prevail and anything which has the potential to be disruptive or unsafe is not allowable. Clothing with rips, tears, holes, or containing drug or alcohol related slogans or symbols, suggestive slogans or obscene messages are not permitted.

1. Any article which might damage furniture, floors, etc. is prohibited. 2. Shorts and skirts that are mid-thigh in length are acceptable. Fitness Ed. class shorts, short shorts, cutoffs, or spandex are

inappropriate and therefore not allowed. 3. Bare midriff, cropped tops, tank tops, shirts without sides, spaghetti strap shirts or mesh tops are not acceptable. 4. Pants, shorts, and jeans must be kept at the waist. 5. Shoes must be worn. Safety may preclude some items (open toed shoes in science class) from being worn. Flip-flop or thong

sandals are not permitted. 6. Hats, hoods and sunglasses are not to be worn in the building. 7. Overcoats or out-of-doors coats are not to be worn in the building unless specifically authorized by the principal. 8. Parents will be called to bring appropriate clothing and shoes for their child if the dress code is violated.

## **EMERGENCY CLOSINGS AND DELAYED OPENINGS**

Please monitor local radio and television stations for school closing and delay announcements; many stations also offer text notification service. You may also access the Oak Hills Local School District website at <http://ohlsd.us/> for closing information. Please do not call the school; instead call 347-2970 for school closing information.

Oak Hills offers a school closing/delays text service. To set up weather text messages from Oak Hills Schools on your mobile device: In the "TO" Box type 25682 > In the "MESSAGE" Box type OHWEATHER > Hit the "SEND" button. You will receive a text message back saying "Your opt-in request has been received".

**FIELD TRIPS: All EMAs (Emergency Medical Authorization Form) must be completed in order for students to attend school sponsored field trips. Those are completed online only. Please visit [ohlsd.org](http://ohlsd.org)--- the parent tab--- and the EMA icon to fill these out. All EMAs must be filled out ONLINE and in a timely manner. This is the most accurate way we know how to contact in case of an emergency.**

## **FITNESS EDUCATION CLOTHES**

Gym shoes are required to participate in class. Shoes that tie or velcro closed are strongly recommended. Students in grades 3 - 5 are required to bring gym clothing: shorts and t-shirts. Clothing should not have buttons, zippers, belts, or snaps.

## **HOMEWORK POLICY**

Completion of homework is directly related to academic progress. As parents and teachers working together, we hope to help the students develop good habits in these areas. Failure to complete homework may result in consequences and/or a parent meeting. Modifications to homework may occur to meet the needs of individual students.

## **LIBRARY GUIDELINES**

Check out Kindergarten through Third Grades - 1 book per week Fourth and Fifth Grades - 2 books per week Students are welcome to visit the library 1/2 hour before and after school hours to return or check out books.

Fines

5¢ per day, excluding weekends, holidays, snow days and excused absences. Overnight reference books – 10¢ per day Reminders will be sent weekly for overdue books and late fines. Library privileges will be suspended for students with books more than one month overdue or fines unpaid for more than one month.

Lost/damaged books Replacement cost will be charged for lost or irreparably damaged books. Costs vary by book. No refunds will be issued for lost/paid books. A damage fee may be assessed for missing or damaged covers, barcodes, or spine labels. The librarians will make all necessary repairs to damaged books. Please do not attempt to glue or tape damaged books.

Behavior Library behavior rules are the same as classroom rules. Students are expected to respect their classmates and staff members, handle books and equipment with care, and use quiet voices. Fines must be paid promptly.

### **LOST OR DAMAGED BOOKS**

Students are responsible for the proper care, use and return of any textbook issued to them. The expectations for use include maintaining an appropriate covering on the book. Fines will be assessed according to the age and condition of the book from full replacement cost to 25% of cost.

### **LUNCH CHARGES**

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that all children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades K - 5) may charge alternative meals. An alternative meal consists of a cheese sandwich, choice of vegetable, fruit, and milk. Students who have outstanding debt but are paying for their lunch shall receive a regular lunch even though they carry a debt.

### **MEDICATION POLICY**

In general, taking medication during the school day is discouraged. Parents are requested to consult with the physician about an adjusted medication schedule which would not be during school hours. When it is absolutely necessary to take prescribed medication during the school day for a prolonged illness (i.e. diabetes, epilepsy, or to aid behavioral stability), the following rules apply:

1. Prescription drugs must be accompanied by a permission form signed by both the parent and physician (forms in the office).
2. A parent or guardian must bring medication to school in the original, marked container.
3. The student is to come to the health room to take the medication at the proper time.
4. Students reporting to the health room for any reason must behave appropriately while going to and from and while in the health room or be subject to consequences and/or loss of the health room privilege.

Nonprescription drugs, such as aspirin or Tylenol, must be accompanied by a parent's note giving the name of the drug, dosage and time to be taken. A new note is required each day.

### **PARTIES**

Two one hour classroom parties are conducted each year by PTA Room Parents. They are scheduled at Christmas and Valentine's Day. Special treats and surprise events which correlate with the curriculum may also be organized by the teacher. Other classroom parties or events organized by student and/or parents must be discouraged in order to prevent disruption of instructional time.

### **SCHOOL FEES**

An annual fee is charged to cover the cost of certain supplemental materials, assembly programs, workbooks and other consumable items. An annual fee is established on a districtwide basis and is to be paid at the beginning of the year. (Parents will be charged \$18.00 for an insufficient funds returned check.) The participation in all

extracurricular activities (excluding co-curricular field trips) shall be contingent upon the student's payment of all academic fees for consumable materials. All academic fees must be paid in full 7 days prior to the 1st contest of the event (according to Board Policy File: JM)

### **SCHOOL VISITATION**



All visitors are to report to the school office to register and receive a visitor's badge. Someone from the office will then direct you or show you through the building. This procedure prevents interruption of classes, and is also a security measure.

### **SMOKE-FREE SCHOOLS**

Smoking is banned in all Oak Hills Schools and on all school grounds at all times.

### **SPECIAL SCHOOL ACTIVITIES AND PROGRAMS**

The regular school instruction program includes Art, Fitness Education, and Music taught by specialists on a weekly basis. Other special instructional programs and specialists available for students who qualify are Peer Tutors, Divorce Groups, Social Skills Groups, Sexual Abuse Program, Gifted and Talented, Visually Impaired Therapist, Speech and Hearing Therapist, Occupational and Physical Therapist, Intervention Services and Tutors, Counselors, Psychologist and Special Services.

Special Activities throughout the year include assembly programs conducted by outside professionals, field trips, music programs, martial arts, intramural programs for grades 3-5, and after school clubs such as Student Council, Drama Club,, Dance, and Choir. All academic fees and EMAs must be completed prior to participating in these activities.

STUDENT INSURANCE National Guardian Life Insurance Company student insurance forms are available online at <http://ohlsd.us/> > District > Student Insurance for anyone wishing to enroll. This voluntary coverage is important to protect parents and children if other insurance is not in force.

### **STUDENT RECORDS**

Parents may review all their children's educational records. Please contact the school office and a counselor, psychologist, or administrator will assist in reviewing the student file.

### **TELEPHONE USAGE**

Pupils are not permitted to make personal calls from the office phone. Emergency calls are only permissible with a teacher's authorization.

### **WITHDRAWAL FROM SCHOOL**

When a decision is made to withdraw a child from school, please notify the office of your plans. A transfer form authorizing the school to forward records needs to signed by a parent or guardian.

### **OHLSD STUDENT CODE OF CONDUCT File JFC-R**

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the student and/or athletic code of conduct; (3) specific rules of the Student Code of Conduct which were violated; and (4) the dates of the suspension, expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student, parent, guardian or legal custodian may appeal any decision of the Oak Hills Local School District administration to suspend a student from school to the Superintendent/designee. A student, parent, guardian or legal custodian may appeal an expulsion from school to the Board of Education or its designee. A student, parent, guardian or legal custodian must request an appeal in writing within 14 calendar days after receipt of the formal

written notice of suspension or expulsion. Failure to timely file an appeal in this manner waives any rights to appeal the suspension or expulsion. The student, parent, guardian or legal custodian may be represented in all appeal hearings. Pursuant to Ohio law a student, parent, guardian or legal custodian may further appeal an expulsion, suspension to the Hamilton County Court of Common Pleas.

It is the policy of Oak Hills Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to

minimize a student's absence from school. Should the Board of Education or the Superintendent/designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

This Code of Regulations is adopted by the Board of Education of the Oak Hills Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Oak Hills Local School District.

The Superintendent/designee may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a

suspension or expulsion. If community service is not completed to the Superintendent/designee's satisfaction, all or part of the suspension or expulsion may be reinstated. b. Community service shall be performed at the place and time designated by the Superintendent/designee. c. Community service is an option to be utilized at the sole discretion of the Superintendent/designee and is not available at the

discretion of the student and parent. d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent/designee's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed. The types of conduct prohibited by this Code of Regulations are as follows: Rule #1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises. Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school. Rule #3: Assault on a school employee, student or other person. Rule #4: Harassment of school personnel or other students during school and/or non-school hours. Sexual harassment, bullying and/or any other type of acts of harassment of school personnel or students is prohibited. Any staff or student experiencing these acts should immediately report the behavior to an administrator. Rule #5: Fighting. Rule #6: Hazing (to persecute or harass or humiliate another student and/or employee). Rule #7: Chronic misbehavior which disrupts or interferes with any school activity. Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers. Rule #9: Abuse of another. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason are prohibited. Rule #10: Disrespect to a teacher or other school authority. Rule #11: Refusing to take detention or other properly administered discipline. Rule #12: Skipping detention. Rule #13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs. Rule #14: Forgery of school or school related documents. Rule #15: Cheating or plagiarizing. Rule #16: Gambling. Rule #17: Extortion of a student or school personnel. Rule #18: Theft or possession of stolen goods. Rule #19: Arson or other improper use of fire. Rule #20: Possession of matches or lighters or other similar devices. Rule #21: Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling

shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc. Rule #22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance). Rule #24: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances. Rule #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc. Rule #26: A student that carries a cell phone or any other electronic device must keep the device turned off during the school day. The student is responsible to secure any electronic device in the manner prescribed by the building administration. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator. Students may not take photographs, record or videotape on school grounds without the permission of teachers or administrators. Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind. Rule #28: Cursing. Rule #29: Use of indecent or obscene language in oral or written form. Rule #30: Publication of obscene, pornographic or libelous material. Rule #31: Placing of signs and slogans on school property without the permission of the proper school authority. Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority. Rule #33: Demonstrations by individuals or groups causing disruption to the school program. Rule #34: Truancy. Rule #35: Tardiness. Rule #36: Leaving school during school hours without permission of the proper school authority. Rule #37: Upon initial arrival, leaving school property without permission. Rule #38: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority. Rule #39: Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to, or represents gang or gang-like activity. Rule #40: Improper or suggestive dress. Rule #41: Indecent exposure. Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex. Rule #43: Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity that induces panic defined as:

a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that

such a report or warning is false b. Threatening to commit an "offense of violence" or c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience

or alarm. Rule #44: Presence on school property with a communicable disease. Rule #45: Failure to abide by rules and regulations set forth by administration for student parking. Rule #46: Disobedience of driving regulations while on school premises. Rule #47: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education. Rule #48: Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs). Rule #49: Carrying concealed weapon. Rule #50: Aggravated murder. Rule #51: Murder. Rule #52: Voluntary manslaughter. Rule #53: Involuntary manslaughter. Rule #54: Felonious assault. Rule #55: Aggravated assault. Rule #56: Rape. Rule #57: Gross sexual imposition. Rule #58: Felonious sexual penetration. Rule #59: Any disruption or interference with school activities. Rule #60: Willfully aiding another person to violate school violations. Rule #61: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code. Rule #62: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

Rule #63: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans. Rule #64: Violation of any board rule, regulation or policy. [Revision date: April 28, 2008]

#### HAZING AND BULLYING File: JFC (Harassment, Intimidation and/or Dating Violence)

Hazing means doing any act of coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. This behavior is prohibited on school property or at a school- sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage or engage in hazing. Prohibited 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, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, faculty members and all other district employees should be particularly alert to possible conditions, circumstances or events which might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering school employee of the prohibition contained in this policy and are required to end all such activities immediately.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website.

The administration provides training on the district's hazing and bullying policy to district employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying.

Administrators, faculty members, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Note: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once, or electronically transmitted acts, i.e., internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more

than once. The behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

[Revision date: September 13, 2010]

#### **STUDENT CONDUCT ON SCHOOL BUSES JFCC-R/EEACC-R**

The need for strict adherence to school bus discipline is critical. The potential safety related problems that could arise are undefinable. The driver needs to have discipline in order to devote his/her full attention to the hazards of the road. A school bus traveling 30 miles

per hour is covering 44 feet per second. The average time it takes a driver to check the rear view mirror is 3 seconds (3 X 44 = 132 feet). Add the factors of a disturbance in the back of the bus as they are approaching a bend in the roadway, coming into an intersection, or possibly headed for a student pick-up with children playing near the curb. This is precious time that the driver is not looking at the road ahead. Children causing a disturbance are actually putting themselves, the other children and the driver in a very jeopardous position. Student Regulations When riding a school bus, students shall: 1. be expected to walk a reasonable distance to the bus stop. 2. arrive at the bus stop 5 minutes before scheduled pick up time; the drivers will not wait for students to walk from their homes to

the bus. 3. behave at the school bus stop in an orderly fashion, not threatening life, limb or property of any individual. 4. load in an orderly manner, go directly to assigned seats. Students must remain seated, keeping aisle and exits clear. 5. respect the driver and be aware that he/she is in charge at all times and should be obeyed promptly. 6. be courteous, no profane language or gestures will be tolerated. 7. keep noise on the bus to a minimum. Classroom behavior is expected. 8. not be in violation of safety procedures, i.e. proper seating, proper loading and unloading procedures, proper street crossing

procedures, no fighting, pushing, shoving, or tripping. 9. be aware that Ohio State Law prohibits eating, drinking, chewing gum or the use of tobacco products on the bus. 10. not be destructive to the interior /exterior of the bus and should take an active role in litter control inside the bus. 11. not throw or pass objects on, out of, or into the bus. 12. not put objects or body parts outside of bus windows. 13. carry on the bus only objects that can be held in their laps. Animals of any kind are not permitted. Large objects and school

projects may need to be transported by parents. 14. ride only their regularly assigned route. Students will board and disembark only at their designated stops. 15. have written permission from their parent or guardian and signed by the principal of their school, if they wish to leave at a stop

other than their normal stop. 16. go directly to their bus upon dismissal from school and students are expected to go directly home when they leave the bus. 17. use the emergency door only in an emergency situation, or as directed by the driver.

**FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION AND STUDENT MAY LOSE BUS RIDING PRIVILEGES. RIDING A BUS IS A PRIVILEGE AND NOT A RIGHT.**

### **Disciplinary Action**

In the event that disciplinary action is required, the following procedures shall be followed:

1. First Offense - Driver will submit a written conduct report citing specific actions of the student. The Transportation Supervisor will forward a copy of the report to the child's parents, along with a copy of the bus rules and regulations. A copy of the report will also be forwarded to the building principal. 2. Second Offense - Driver will submit a written conduct report citing specific actions of the student. The report will be sent to the building principal. The principal shall review the problem with the student and call the parents so that they will be aware of the situation. Written notification of the incident shall also be sent to the parent by the building principal. 3. Third Offense - Driver will submit a written conduct report citing specific actions of the student. The report will be to the building principal. The principal shall discipline the student with loss of bus privilege for up to 10 days or other suitable alternative. The Transportation Office and parent must be notified by telephone, with written report to follow. 4. Fourth Offense - Same procedure as in No. 3 except exclusion from bus service may be for up to thirty (30) days after notification

of parents.

In the event of flagrant misconduct, any of the four disciplinary actions may be initiated.

The superintendent/designee, principals, or assistant principals are authorized to suspend or remove pupils from



school bus riding privileges.

In all instances of disciplinary action, parents have the right to appeal an administrative decision, through the superintendent.

**STUDENT CONDUCT ON SCHOOL BUSES File: EEACC/JFCC**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension, and an opportunity to appear before the Superintendent/Designee considering the suspension before the suspension is imposed. The administrator's decision is final.

[Adoption date: September 14, 2009]

### **OAK HILLS ACCEPTABLE USE POLICY Student Handbooks IIB-2 INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS**

We in the Oak Hills Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Oak Hills information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by: 1. Using only assigned accounts. 2. Only viewing, using, or copying passwords, data, or networks to which they are authorized. 3. Refrain from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by: 1. Observing all district Internet filters and posted network security practices. 2. Reporting security risks or violations to a teacher or network administrator. 3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner. 4. Conserving, protecting, and sharing these resources with other users. 5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by: 1. Following copyright laws (not making illegal copies of music, games, or movies). 2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by: 1. Communicating only in ways that are kind and respectful. 2. Reporting threatening or discomfoting materials to a teacher or administrator. 3. Not intentionally

accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass). 4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal

copies of copyrighted works). 5. Not using the resources to further other acts that are criminal or violate the school's code of conduct. 6. Avoiding spam, chain letters, or other mass unsolicited mailings. 7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above: 1. Design and post web pages and other material from school resources.

2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission). 3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher). 4. Use the resources for any educational purpose.

#### Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

#### Supervision and Monitoring

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

#### Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

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[Revision date: September 13, 2010]



#### **STUDENT RECORDS/PARENT NOTIFICATION**

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

The superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the district.

Upon request, all records and files included in the student's cumulative folder will be available to parents, guardians or the student if over eighteen (18) years of age. This request must be in writing and will be granted within the lesser

of five (5) school days or ten (10) calendar days. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age eighteen (18) or enrolls in a post-secondary school. The student then becomes an "eligible student".

The following rights exist:

1. The right to inspect and review the student's education records.
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the district decides not to alter the records according to the parent or eligible student's request.
3. The right of any person to file a complaint with the Family Policy Compliance Office of the U. S. Department of Education if the school district violates relevant federal law, specifically the Federal Educational Rights and Privacy Act (FERPA).
4. The right to acquire information concerning the procedure which the parent(s) or eligible students should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations)

To carry out their responsibilities, school officials, including teachers who have assigned classroom or counseling responsibility to the student, will have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests".

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent/guardian or eligible student, except that the Superintendent/designee may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or government agency or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to a student's education records and of information disclosed and access permitted.

**STUDENT SURVEYS/PARENT NOTIFICATION**

It is the policy of the District not to conduct or to permit to be conducted any survey, analysis, evaluation, or collection or disclosure of personal information related to any of the areas specified under the Protection of Pupil Rights Amendment, including political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

Further, it is the policy of the district not to permit the collection, disclosure, or use of personal information collected from students for marketing purposes except for the exclusive purpose of developing, evaluating or providing educational products or services.

Any parent of a student attending a public school in the district may, upon request inspect any instructional material used as part of the educational curriculum. Such requests should be made to the classroom teacher or to the building administrator.



**REQUEST TO INSPECT INSTRUCTIONAL MATERIAL**

As a parent of a child currently attending a public school in the district, I am requesting to review the following

instructional materials used in my child's curriculum:

Title of Material

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Grade Level \_\_\_\_\_

Author (if known)

---

Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

This request should be submitted to the child's teacher or to the school office. All materials are the property of the district and must be returned within 30 days.

For Office Use Only:

Date Received \_\_\_\_\_ By \_\_\_\_\_

Date Provided \_\_\_\_\_ Date Returned \_\_\_\_\_

## **POSITIVE BEHAVIOR EXPECTATIONS AT C. O. HARRISON**

### **BE RESPECTFUL BE RESPONSIBLE BE SAFE**

#### **Hallway**

- Walk silently
- Keep hands and feet to self
- Keep hands off walls and bulletin boards
- Follow teacher directions
- When in line stop at corners
- Take the most direct route
- Stay in line
- Face forward
- Stay to the right

#### **Bathroom**

- One person per stall
- Use the bathroom silently
- Respect the privacy of others
- Use restroom
- Use only what you need
- Flush toilet once
- Wash hands with soap and turn off water
- Throw away trash
- Keep feet on the floor
- Keep soap and water in the sink
- Walk at all times

#### **Playground/Recess**

- Use kind words
- Include everyone
- Show good sportsmanship



- Stay in assigned areas
- Use the equipment properly
- Promptly line up when whistle blows
- Play only non-contact games
- Report problems/ injuries to an adult immediately
- Use self-control

### **Lunchroom**

- Four students to a bench
- Keep hands and feet to self
- Talk softly only to students at your table
- Use table manners
- Raise hand if you need assistance
- Have utensils and condiments before sitting down
- When dismissed, organize trash (table & floor)
- Stay in line
- Throw away trash as you exit the lunch room
- Only eat your own food
- Stay at table unless you have permission to leave
- Walk at all times

### **Lunch line**

- Use kind words
- Be attentive/follow directions
- Get what you need
- Place all food on your tray
- Be prepared with ID number and/or money
- Stay in line
- Talk softly
- Keep hands, feet, and objects to self
- Walk at all times

### **Bus**

- Talk softly
- Follow directions
- Wear backpack until you are seated
- Keep all materials in your zipped backpack

- Stay in line when entering/exiting
- Walk at all times
- Keep hands and feet to self
- Stay seated

**MPR (Bus Dismissal)**

- Keep hands and feet to self
- Talk softly only to students in your bus line
- Follow directions
- Listen for your bus to be called
- Stay seated
- Follow Safety Patrol member to bus
- Walk at all times

- ● Talk softly

Keep food, drinks, and

- Keep hands and feet to self

belongings in your

- Follow directions

backpack

- Watch for your ride

- When cars are moving, stay behind the line

- Stay in carpool area

- Walk at all

**times Carpool (Dismissal)**

- Exit through opening in rope

- Recess equipment is closed 3:30-3:45pm

**Catwalk**

- Use kind words

- Leave through the correct

- Stay on sidewalk

- Keep hands and feet to self

exit

- Walk at all times

- Follow directions

- Be a positive role model

- Walk around ice or puddles

- Recess equipment is closed 3:30-3:45 pm

# KINDNESS ROCKS