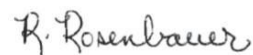


Cory-Rawson Local Schools
Rawson Ohio, 45881
419-963-7017 or 877-317-2747
419-963-4400 (FAX)
<http://cory-rawson.k12.oh.us/>

The administration, faculty, and non-teaching staff of the Cory-Rawson Schools desire the most productive educational experience possible for the students enrolled in our school.

It is our hope that this handbook will better acquaint, more fully explain, and assist in the understanding of school policies, regulations, and general information.



Rebecca Rosenbauer
Principal PK-6
rosenbauer@cory-rawson.org

MISSION STATEMENT

The mission of the Cory-Rawson Local School District, an exceptional, rural educational system in Northwest Ohio, is to assure an education tailored to the individual needs of students by developing sound moral judgment, creative problem solving through challenging coursework, opportunities beyond the classroom and a hive of advanced technology through state-of-the-art facilities, a dedicated staff, and a partnership with the community.

CORY-RAWSON SCHOOL CALENDAR 2017-2018

T	August 15	Teacher Workday
W	August 16	1 st DAY OF SCHOOL
M	August 28	NO SCHOOL – Teacher In-Service/Waiver Day
T-F	August 29-September 1	NO SCHOOL – Hancock County Fair
M	September 4	NO SCHOOL – Labor Day
F	October 20	End of 1 st 9-weeks (43 days)
M	November 20	NO SCHOOL – Teacher In-Service/Waiver Day
T	November 21	NO SCHOOL—Parent Teacher Conferences
W-F	November 22-24	NO SCHOOL—Thanksgiving Break
TH-W	December 21-January 3	NO SCHOOL—Christmas Break
TH	January 4	Classes Resume
F	January 12	End of 2 nd 9-weeks/End of 1 st Semester (46/89 days)
M	January 15	NO SCHOOL—Martin Luther King Day
M	February 19	NO SCHOOL—President’s Day
F	March 16	End of 3 rd 9-weeks (43 days)
TH-M	March 29 - April 2	NO SCHOOL—Spring Break
S	May 20	Graduation
TH	May 24	Last Student Day/End 4th 9 weeks/2nd Semester (44/87/176 days)
F	May 25	Teacher Workday
M	May 28	Memorial Day

School days with students in attendance	176
Parent/Teacher Conferences	2
Teacher Workday (not counted for hours)	2
In-service days/Workdays (2 Count)	3
	183

*180 x 6.5 hours = 1170 hours

1170-32.5 hours (5 calamity days) = 1137.5 – If hours fall below the 1137.5 then the hours must be made up via additional days, hours or online instruction as allowed per bargaining.

STAFF

PK-6 Principal	Rebecca Rosenbauer	rosenbauer@cory-rawson.org
Secretary	Susan Lambert	lambert@cory-rawson.org
Kindergarten	Katie Burkett Alyssa Rhiel	burkett@cory-rawson.org rhiel@cory-rawson.org
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Second Grade	Lindsey Alexander Jenni Wilson	alexander@cory-rawson.org wilson@cory-rawson.org
Third Grade	Chelsea Holman Cathy Quinlan	holman@cory-rawson.org quinlan@cory-rawson.org
Fourth Grade	Shelly Jones Barb Kirk	jones@cory-rawson.org kirk@cory-rawson.org
Fifth Grade	Robert Businger Emily Boerger	businger@cory-rawson.org boerger@cory-rawson.org
Sixth Grade	Bonnie Hamilton Liz Trigg David Lee	hamilton@cory-rawson.org trigg@cory-rawson.org lee@cory-rawson.org
K-2 Intervention	Valerie Obenour	obenour@cory-rawson.org
3-4 Intervention	Ashley Sprunger	sprunger@cory-rawson.org
5-6 Intervention	Jeanine Lewis	lewis@cory-rawson.org
Guidance	Beth Vorst	vorst@cory-rawson.org
Physical Education	Liz Bock	bock@cory-rawson.org
Vocal Music (K-6)	Melody Gelsone	gelsone@cory-rawson.org
Art (K-6)	Stephanie Lehman	lehman@cory-rawson.org
County Preschool	Marianne Brinkman	brinkmanm@hancockesc.org
County Preschool Aide	Beth Courtney	courtneyb@hancockesc.org
Elementary Library	Janet Morrison	morrison@cory-rawson.org

Elementary Aides	Carrie Wieman Tonya Yant Heather Miracle Linda Hartley	wieman@cory-rawson.org yant@cory-rawson.org miracle@cory-rawson.org hartley@cory-rawson.org
Buildings & Grounds Supervisor	Wayne Young	young@cory-rawson.org
Custodian PK-6	Chris Opp	
Cafeteria Manager 1-12	Kirsten Gast	gast@cory-rawson.org
Technology Coordinator	Mike Quinlan	quinlanm@cory-rawson.org
Speech and Hearing	Micheale-Lynn Jackson	jacksonm@hancockesc.org
Psychologist	Danielle Niekamp	niekamp@cory-rawson.org
Adaptive Physical Education	Jana Amstutz	amstutzj@hancockesc.org

Cory-Rawson Board of Education Members

Mr. Robert Warren
419-721-1515

Mr. Jason Oman
419-423-6647

Mr. Seth Garver
419-326-6310

Mr. Jerry Wieman
419-722-6519

Ms. Deb Core
419-963-4505

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ATTENDANCE, ABSENCE, TARDINESS

We encourage you as parents to have your children in regular attendance if they are to receive the maximum benefit of the educational opportunities offered them.

However, during the elementary school years children encounter most of the childhood diseases. Therefore, at these times plus the colds, and flu, etc., we ask that you keep your child at home when ill. It is best for your child and also does not endanger the other children. Please remember that parents or guardians are legally responsible for the daily attendance of their children or wards. Legally, a child may be absent from school (excused) for the following reasons:

- Personal illness/injury
- Illness or death in the family
- Observance of religious holidays
- Required court attendance
- Emergencies
- Medical appointments
- Such good cause as may be acceptable to the principal

In order for an absence to be excused please understand that shopping trips, haircut appointments, etc. are not legitimate excuses.

It is necessary for parents to call the offices at 419-963-7017 or 1-877-317-2747, the morning a student is absent or send a note with a sibling on the morning of the absence. Absences will be considered unexcused unless parents notify the school of the reason. If notification is not received before 9:00 a.m., the school will attempt to contact you by telephone to verify the absence. **This is required by the Missing and Absent Children's Act.** Parents should send in a note when the child returns to school explaining the cause of the absence if no other notification was given.

Students are expected to ask the teacher for make-up assignments the day of their return to school ***if not requested by the parent on the day of the absence.*** In general, a student will be given the number of day's equivalent to the number of days of excused absence within which to make up all work. Any exception to this rule must be made with the individual teacher. Students may be required to give up recesses to complete this work. Assignments that are not made up will be reflected in the grade. Students who have an unexcused absence will not be permitted to make-up work.

TRUANCY

Truancy is defined as a student deliberately not attending school because of an unexcused reason. Parents may or may not be aware of the student's absence during this time period. Any truancy may be reported to Juvenile Court.

1. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, he/she will be considered **habitually absent**. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.
2. A student will be considered **habitually truant** if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.
3. If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.
 - a. If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.
4. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:
 - a. assign the student to a truancy intervention program
 - b. provide counseling to the student
 - c. request or require the student's parent to attend a parental involvement program
 - d. request or require a parent to attend a truancy prevention mediation program
 - e. notify the Registrar of Motor Vehicles of the student's absences
 - f. take appropriate legal action
 - g. assignment to an alternative school.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

When a student accumulates sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, he/she will be considered habitually absent. Therefore, regardless of the reason which may include vacation time, parents will receive a letter stating that the student needs a doctor's excuse in order to have any additional absences considered excused. Exceptions to this requirement can only be made by documentation of an attending physician or if, in the opinion of the administration; there are justifiable circumstances for the absence.

Any student who arrives at school after 8:00 a.m. (PK-6) will be considered tardy. A tardy will be considered excused for illness, doctor's appointments, etc. An unexcused tardy will be given for oversleeping, missing the bus, car trouble etc. When a student accumulates three (3) or more unexcused tardies in a semester, a warning letter will be sent to parents. Additional unexcused tardies within a semester may result in disciplinary consequences.

Also, if it is necessary for a student to leave school during the school day for legitimate reason (doctor's appointment, etc.) parents are asked to notify the school by 8:30 a.m. the morning of the appointment. We ask your cooperation in this so that the students leaving time can be noted on the daily attendance sheet teachers receive. ALL students arriving late or leaving early **MUST** check in and out through the office. **They will be given an admission slip to class when they check in.**

Students must be in school before 9:45 a.m. and may not leave before 1:30 p.m. in order to participate in an after school activity. In order for a student to participate in an extracurricular activity they must attend school for greater than half of the school day. Exceptions can be made only with the approval of the building principal.

HOMEWORK WHEN ABSENT

We ask the following consideration when you want your child's homework when absent from school:

If by telephone, neighbor, etc., please make the contact **in the morning**. This enables the teacher enough time to gather the books, write down assignments, etc. during the course of the school day, and then they can be picked up at the end of the school day. **Late afternoon requests cannot be accepted or fulfilled.**

CAFETERIA (PK-6)

Cory-Rawson School District offers healthy meals every school day. Breakfast costs \$1.25; Lunch costs \$2.30 for grades K-6. For those who qualify for reduced priced meals, they are 30¢ for breakfast and 40¢ for lunch.

Due to government regulations, all children in grades K-12 will be given an option of taking only 3 of the 5 items offered each day, but the lunch will still be the same price whether they take 3 or 5 items. The purpose of this is to reduce plate waste. Students that carry their lunch may purchase either chocolate or white milk for 50¢.

Students in **ALL GRADES** will have an established debit account for the purpose of buying lunch. You may, and are encouraged to make advance payments to this system by cash or check. Checks should be made out to CORY-RAWSON LOCAL SCHOOLS. Students may pay day-by-day, but should ensure that they turn in the money/check to the office or cafeteria **BEFORE SCHOOL STARTS**. Students can purchase lunches and other ala carte items through this system which utilizes a keypad system to register (the keypad identification is the individual student's ID number).

Parents may place restrictions on what the child may purchase using this account. Please contact the school office or the cafeteria manager to place restrictions on your student's account. When the account balance falls below \$5, the cashier will notify the student.

Free/reduced lunches are available to families that qualify. Applications and details about this program are available at the school office.

Parents are responsible for providing either a packed lunch or lunch money daily. If students forget lunch money or a packed lunch, parents may be called. If parents do not bring money or a lunch to the office, the child may charge lunch **ONLY** for **one day at a time**. We expect prompt repayment of this money. The computer accounting system will only allow a small negative balance. Charged lunch money, as well as other fees, must be repaid or *up-to-date* before a grade card is sent home. Some ala carte items are also available.

CHILD CUSTODY

Ohio Law requires parents to inform the school any time the custody of a child changes. All natural or adoptive parents have the right to review student records and communicate with school personnel concerning their child's progress in school unless

Court documents indicate otherwise. Stepparents may review records or conference with school personnel with the permission and/or in the presence of the natural parent.

Any natural parent or adoptive parent will also be allowed to visit the child's classroom or pick the child up from school unless we have a copy of the latest court order restricting visiting rights. Again, State Law requires parents to provide the school with a copy of the most recent custody papers issued by the court.

CLASS ASSIGNMENTS (K-3 ONLY)

Requests for a specific classroom section will be accepted using the following guidelines:

· All requests must be based on a special need or unusual situation affecting the student. (i.e. separation of siblings, cousins or close friends) **Simple preferences for certain teachers will NOT be considered.**

- All requests must be in writing.
- Requests will be accepted until May 4, 2018.
- All requests that adhere to the above guidelines will be considered, but there are **no guarantees** of receiving requested placements.
- Balanced classrooms will take precedence over requests.
- The final decision rests with the building principal.

CONFERENCES

When a problem arises that would benefit from a personal discussion, a conference may be scheduled during the school year by either the parents or the teacher.

Parents are asked not to interrupt the instructional time of the classroom in order to talk with a teacher. Parents may contact the office to find out the teacher's conference time and schedule an appointment during this time. Please do not hesitate to initiate a conference with a teacher or the principal if you feel a need exists.

Each year in the fall Parent/Teacher Conferences will be scheduled. These conferences can be an extremely valuable aid to the teacher in providing for your child's educational program. Many times in even such a brief conference, the teacher can gain some small bits of insight as to your child's "home" personality. These "bits" can enhance the teacher-child relationship and enable the teacher to better understand and reach the individual needs of the child. PLEASE plan to come.

Here are some suggestions as to how to prepare for your conference:

Make a list of things that may be of help to the teacher in understanding your child. Such as any special health need or problem, outside interests or hobbies, feelings about school study habits at home and relationships with brothers and sisters would all be helpful.

Make a list of things you want to find out from the teacher. You may want items such as discipline policies, daily schedule, homework policy or health and safety programs explained to you. Your child's social habits and work habits at school can also be discussed.

Your child will be curious about the conference and has a right to be. Talk it over beforehand and help relieve his/her anxiety about it. Afterwards, talk over what was discussed at the conference and what changes were suggested. Try to be positive. Help your child feel better about him or herself.

CUMULATIVE RECORDS

Cumulative records are kept in the principal's offices for each student enrolled in grades K-12. The principal is responsible for the processing and maintenance of all student records.

Information such as the student's academic progress, health record, tests scores and attendance is part of the cumulative record. Each student's record is confidential as stated in the federal rights and privacy act. This information can be released only with the written permission of the parent or the student if over eighteen years of age. This act also states that the parents must be granted the right to view these records if they so desire, but the school shall have a qualified representative sit with the parent to help interpret the records. Further information about student records can be found in the District's policy on student records. (8330)

It is the District's intent to limit the disclosure of information contained in the student's education records except: by prior written consent, as directory information and under other limited circumstances.

The District has established the following information about each student as "directory information."

Each year the Superintendent will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photographs; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls;

scholarships; or telephone numbers only for inclusion in school, PTO or athletic team directories.

The District will make the above information available upon a legitimate request unless a parent, legal guardian, or adult student notifies the school in writing within 10 days from the date of this notification that they will not permit distribution of any or all such information.

Directory information shall not be provided to any organization for profit-making purposes.

Cory-Rawson Schools compiles and maintains necessary information and records on all students. Parents/legal guardians must sign a permission form to release records to another agency. Ohio Revised Code 3313.642 authorizes a public school to withhold a student's grades and credits for failure to pay assessed fees for materials "used in the course of instruction" other than textbooks, which must be furnished without charge under ORC 3329.06.

DELAY OR CLOSING OF SCHOOL

In case of severe weather, please do not call the school. The official announcement for school delays or closings can be accessed from several different sources.

1. One method of receiving these announcements is by subscribing to the *Cory-Rawson Email Distribution List*. On days of school delays or closings an announcement will be made to all subscribers email addresses.
2. Another way to receive important messages is to sign up for *OHIO ALERTS*. To sign up for the Email Distribution List of the OHIO ALERTS system is to go to the Cory-Rawson web page, <http://cory-rawson.org> , click on RESOURCES across the top of the page and OHIO ALERTS and the email distribution list is in the dropdown list. Follow the instructions. OHIO ALERTS only sends emails and text messages.
3. Delays and cancellations may be heard over the following radio stations: WFIN (1330 AM); WKXA (100.5 FM); The River (101.5 FM); The FOX)106.3 FM); WCKY (103.7 FM); WBVI (96.7 FM); WFGF (92.1 FM); KISSFM (92.5 FM); WBKS (93.9 FM); WWSR (93.1 FM); WIOT (104.7); WEGE (104.9); WDOH (107.1FM); WIMA (1150 AM) WIMT (102.1 FM); WMLS (103.3 FM); WCIT (940 AM);WZRX (107.5FM); WFPD (1370 AM); WCWA (1230AM), or the following television stations: WTOL TV (Channel 11), Toledo; WTVG TV (Channel 13), Toledo; WNWO TV (Channel 24), Toledo; WUPW-TV (Channel 36) and WLIO TV (Channel 35), Lima.

EMERGENCY MEDICAL FORMS

At the beginning of the school year, parents are asked to complete an emergency medical form. This form provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly and **updated when situations change**. Updates are imperative to your child's well being.

FEES for ELEMENTARY WORKBOOK 2017-2018

Kindergarten	\$40.00
1 st Grade	\$ 40.00
2 nd Grade	\$ 40.00
3 rd Grade	\$ 40.00
4 th Grade	\$ 40.00
5 th Grade	\$ 40.00
6 th Grade	\$ 40.00

These fees are to cover the cost of workbooks, subscriptions (Weekly Reader, Scholastic Magazines etc.) and other consumable materials used by each student. The fee should be paid in total at the beginning of the school year unless other arrangements for payment have been made with the school office. All students' fees are required to be paid by the end of the school year. **Year end grade cards will be held if fees are not paid and if fees accumulate over the years a student's diploma will be held until they are paid.**

Instead of withholding nine week grade cards for unpaid fees, students will not be permitted to attend field trips if their fees are not paid. Field trips are not a mandatory part of school, but rather a privilege to extend learning in a fun, yet meaningful way. The following fee schedule will be followed to permit students' attendance on field trips:

Example: \$40.00 School Fee

1 st Grading Period: 25% of total fee paid	1 st Grading Period: \$10.00 paid
2 nd Grading Period: 50% of total fee paid	2 nd Grading Period: \$20.00 paid
3 rd Grading Period: 75% of total fee paid	3 rd Grading Period: \$30.00 paid
4 th Grading Period: 100% of total fee paid	4 th Grading Period: \$40.00 paid

FIELD TRIPS

When it is appropriate, a trip off the school grounds may be taken as an extension of a classroom study. Written permission slips are obtained from parents the first week of school before their child is permitted to attend a field trip. A student will be allowed to participate in field trips when he/she has met all of the following criteria:

- a satisfactory attendance rate.
- has **NOT** been suspended from school.
- has received no more than two extended detentions.
- has **NOT** been suspended from riding the school bus.

Students must also have paid the school fees according to the fee schedule discussed in the **UNPAID BILLS** portion of this handbook.

CHAPERONES

Parents may be asked to chaperone a trip as deemed necessary by the classroom teacher. If you are not asked the first time, offer to help another time. Parents who are asked to chaperone a field trip should adhere to the following guidelines:

- Chaperoning elementary school children is a demanding job. Therefore, siblings and/or preschool children are not permitted on trips.
- Cell Phones are to be used in cases of emergency only, **NO** personal calls please.
- Chaperones need to act in a reasonable manner and enforce usual school behavior. Refrain from physically restraining any child unless it is absolutely necessary.
- Chaperones need to stay with the children assigned to them. If possible learn their names or request nametags.
- Chaperones need to report any discipline problems or accidents to a teacher in charge immediately.
- Board policy prohibits the "use of tobacco products on school grounds, on school busses and at any school-related event."
- Wear comfortable shoes and clothing that adheres to the school dress code; enjoy the children and the trip.

FIRE AND EMERGENCY DRILLS

Ohio law requires that all schools conduct regular, periodic fire, emergency weather and crisis drills. The directions for where students are to go in case of a drill will be given to them by their classroom teachers and directions are posted in each room. When given the signal for a drill, students are to proceed quickly, orderly and quietly to their assigned area.

GUIDANCE PROGRAM

The Guidance Program is an effort on the part of the school to help students help themselves so that they can make wise decisions in planning and carrying out educational plans, adjusting to personal problems, and getting along in everyday life.

We feel that all faculty members, to some degree, are part of the guidance program and help to carry out its goals. The counselor realizes that each individual is unique. Counseling provides an opportunity for them to talk over their concerns with the counselor. The nature of their conversation is held in strict confidence.

Cory-Rawson Elementary School does not discriminate against any student on the basis of sex, race or ability. Curriculum, counseling practices, testing, treatment of students and all extracurricular activities are available to students on a non-prejudicial basis. All instances of potential discrimination should be reported to the counselor, principal or superintendent.

One of the services provided by the Guidance Department is the counseling service. This includes both individual counseling and small group counseling. Class presentation will also be a part of the guidance program.

Teachers, parents, principal may refer students to the Guidance Counselor. The Guidance Department working in the services listed above will attempt to make each and every student's career in grades PK-6 more satisfying, more enjoyable and more productive.

HEAD LICE

Cory-Rawson Schools has a "nit-free" policy. Students with head lice will be given two to four days to comply with this policy for their absence to be considered excused. Any additional days will be considered an unexcused absence for each occurrence.

HOMEWORK

Cory-Rawson Elementary School believes in the practice of assigning homework as a way to improve student learning. For this reason, it is important to clearly identify the:

- Purpose of homework,
- The role of students, teachers, and parents related to homework, and
- Appropriate length of time to devote to homework by grade level.

Purpose of Homework

The main purpose of homework is to give a child the opportunity to practice skills learned at school. By definition, “practice skills” implies that a child should already possess the skills, knowledge, and ability to complete homework assignments with minimal levels of parental assistance. **If a child requires extensive parental support/re-teaching on a regular basis, this information should be communicated to the classroom teacher(s).**

Homework also offers a chance for the development of a strong work ethic and study habits.

Roles in Homework

- Teacher(s) Role in Homework
 - Teachers should:
 - Clearly communicate homework assignments to students,
 - Assign homework that allows students to practice skills learned at school,
 - Use homework as a tool to make instructional decisions related to lesson planning, re-teaching, intervention, and enrichment,
 - Follow time recommendations for homework at each grade level, and
 - Communicate with students and parents about successes and struggles related to homework.
- Student Role in Homework
 - Completing homework is the responsibility of the student. Students should:
 - Seek assistance from the teacher if there are questions related to homework assignments,
 - Bring necessary materials home to complete homework assignments,
 - Complete homework with minimal adult support,
 - Return the homework by the due date, and
 - Communicate with their teachers and parents about the successes and struggles related to homework.
- Parental Role in Homework
 - Parents play a key role in their child’s education. While a parent’s role may vary slightly depending on a child’s grade level, certain tenets are constant. Parents are encouraged to:
 - Create a routine and find a location to promote homework completion,

- Provide assistance as necessary when their child completes homework, and
- Communicate with their child’s teacher about their child’s successes and struggles related to homework.

Time Recommendations

The following time recommendations represent the approximate amount of time parents might expect their child to spend on homework nightly. Time spent may vary by child; however, **if your child regularly exceeds the recommended time this should be communicated to the classroom teacher(s).**

- Kindergarten and First Grade—10-20 minutes
- Second Grade—20-30 minutes
- Third Grade—30-40 minutes
- Fourth, Fifth, & 6th Grade—40-60 minutes (total for all subjects)

IMMUNIZATIONS

Students in attendance must be in compliance with the state mandate that requires: Four or more doses of D.P.T., three or more doses of T.O.P.V., two measles, two mumps, and two rubella vaccine, two Varivax vaccines and three doses of Hepatitis B for those entering kindergarten, first, second, third and fourth grades. New enrollees must show evidence of compliance upon registration. If a child does not have the required immunizations a statement by a physician that certifies in writing that such immunizations are medically contraindicated must be provided. In accordance with the State Board of Education guidelines, the school will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 within 15 days of entry. In case of any epidemic of chickenpox, measles, mumps, etc., the Principal, Superintendent or the county Health Department may temporarily deny admission to a student that has a medical exemption on file.

LOCKERS Grades 4-6 only

Students ***may NOT*** go to their lockers during class time, study hall, or library without permission of a faculty member. Students should use their lockers before school, before lunch and after lunch.

Students are permitted to use a combination lock on their lockers, but the elementary school office must be notified of the combination or given a copy of the key. If items are taken from a locker, it will be the student’s loss. No valuables should ***ever*** be placed in ***unlocked lockers.***

Students are not to write on, or put paste-on stickers on the inside or outside of their lockers.

Students are reminded that there is no expectation to privacy with regard to lockers as they are the property of the Cory-Rawson Board of Education and that they, along with the contents therein, are subject to random searches at any time without regard to any reasonable suspicion. (RC 3313.20)

Lockers should be clean and orderly. Food and/or drinks are not allowed to be kept in lockers. The only exception to this is food brought in for lunch.

MEDICAL CONCERNS AT SCHOOL

- **ILLNESS IN SCHOOL:**

- Students who feel ill during the school day may be sent to the office for a short time to see if the situation improves. However, the school has limited facilities to deal with children who become ill during the school day. If the child has a temperature and/or the illness seems to require more extensive treatment, the parent/guardian will be called by the office to come to school and pick up the student. Your child must be fever free for 24 hours without medication before returning to school.

- **MEDICINES AT SCHOOL:**

- If your child needs to take medicine at school, please send it in with a permission form for prescribed medication. Medication will be maintained and distributed from the office. **All** medicines, prescribed or O.T.C. must be received in the original container that is *labeled with the student's name*, the name of the medication, dosage, time it is to be administered and the physician's name (if prescribed)
- Students are **not** allowed to self-medicate or carry medicine on their person at any time. All medications must be delivered to the office with the permission to medicate form filled out. A student is not allowed to share medications with another student. If done, the student will be disciplined. Students may give cough drops to their teacher to distribute during the school day.

Please alert the office and your child's teacher of any allergy or asthmatic condition that might require emergency medication.

- **FIRST AID:**

- First aid treatment at school is restricted to cleaning and bandaging only. Parents will be contacted if follow-up treatment is deemed necessary.

Please be sure your emergency medical phone numbers are updated as needed.

NEW STUDENT ENROLLMENT

When a new student enrolls in school their parent/legal guardian must provide copies of the following: proof of residence, a birth certificate, Social Security card, proof of immunizations, court papers stating parental rights and responsibilities or custody papers (if appropriate).

The parent/legal guardian is also required to supply information that will allow the school to receive records from the previously attended school.

NOTIFICATION POLICY OF NONDISCRIMINATION

It is the policy of the Cory-Rawson Local School District that educational programs and activities are provided without regard to race, color, national origin, sex, handicap or socio/economic background.

To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

- Title IX coordinator (non-discrimination on the basis of gender) Heath Huffman, Principal, Phone 419-963-2611.
- Title VI Coordinator (non-discrimination on the basis of race, color, creed, national origin, religion, ancestry) Superintendent; Phone 419-963-3415.
- Section 504 Coordinator (non-discrimination on the basis of disability) Becky Rosenbauer, Principal, Phone 419-963-7017.

Questions or requests for information should be directed to the appropriate office or person.

OBJECTIONABLE MATERIALS/COURSE OF STUDY

The Board of Education recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If

after careful, personal review of the program lessons and/or materials, a parent files a complaint in accordance with Board Policy 9130 regarding either the content or activities conflicting with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons or from use of certain instructional materials. The student, however, will not be excused from participating in the course and will be provided alternate learning activities to complete for a grade/course credit as directed by the classroom teacher. (Board Policy 2240)

PARENTS AND VISITORS

We encourage parents to visit our school whenever possible, but ask them to follow School Board Policy 9150 when doing so.

- Please arrange for this visit ahead of time
- Sign in and out at the main office.
- Students may have a visitor accompany them to class *only* with prior approval from the administration.
- Parents and visitors should attempt to make minimal disruptions to the daily classroom/ school routine.

PARENT VOLUNTEERS

We welcome any parent who is willing to volunteer some of their spare time. Volunteers perform a number of duties. Some include: listening to students read, helping with math facts, making copies for teachers, one-to-one tutoring, collecting Box Tops for Education, etc.

If you are interested in becoming a parent volunteer, please fill out a parent volunteer form.

PARTIES

The school program regularly includes emphasis upon the current season, holiday or event. You may be asked to help with a party or share with refreshments at one of these occasions. Parties are usually planned to celebrate Harvest, Christmas and Valentine's Day. Classroom parties are occasionally planned during other times of the year to culminate an academic activity, etc.

At times, students celebrate their birthdays in the classroom with a treat for everyone. We strongly encourage parents to invite children to out-of-school birthday parties by mail or telephone. Invitations **should only** be brought to school if **all** children in a particular classroom are being invited.

It is suggested that for health and safety reasons, parents send in NON-homemade, **prepackaged treats** for birthdays or classroom parties.

PERSONAL PROPERTY

Students are discouraged from bringing more than enough money for lunch to school with them. It is too easily lost or misplaced. Also, students are discouraged from bringing toys to school. If they are lost, misplaced, or broken it is disappointing. These items may also be distracting to classwork. Items brought for “show and tell” would be an exception to this general rule. The school will not be responsible for loss or damage to these items. If students have been told not to bring an item to school and they continue to do so, the principal will keep the item in the office until the parent can pick it up. Students who have misplaced or lost articles should check in the office or the lost and found table on the bottom floor.

PROFESSIONAL QUALIFICATIONS OF TEACHERS

Parents have the right to know about the teaching qualifications of your child’s classroom teacher. The federal law, No Child Left Behind, requires any school district that receives Title I funds to notify parents that they may request information regarding professional qualifications of the student’s classroom teacher, including the following:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives State licensing requirements.
- The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).

PROMOTION, PLACEMENT, RETENTION POLICY

At the end of the school year, most students are promoted to the next grade level. A small number, however, may have to repeat the grade to gain the necessary academic, social and emotional skills to be successful in the next grade. Placement into the next grade level may be necessary for some students.

In all cases of placement and retention a parent/teacher conference will be held to discuss concerns. This should be done no later than the middle of the third nine-week grading period.

In all cases of retention the following will be considered:

- The social, emotional and physical maturity of the child.
- Academic achievement (reflected on the grade card) – see guidelines below.
- Group test results.
- Attendance.
- The child's grade level and age.
- A record of previous retention.
- Parental input

Additional guidelines for placement/retention follow:

Kindergarten – a student who has attended kindergarten for a year and does not have the ability, maturity or readiness skills to do first grade work successfully will be considered on an individual basis for retention or placement.

Grades 1 & 2 –Students may not be promoted if they fail any two of the following subjects: reading, math, and language arts.

Grades 3 - 6 –Students may not be promoted if they fail any two of the following subjects: reading, math, language arts, social studies or science.

If a student is experiencing academic/behavioral concerns he/she may be referred to the Intervention Assistance Team (IAT). At the elementary school, this team is comprised of the Title I teacher, the special education teachers, regular education teachers, the school psychologist, the speech-language pathologist, the guidance counselor, the principal, the referring teacher and the parent. The team meets to discuss the concern(s) and suggests strategies/interventions that may help the student to improve in the area of concern. The team also decides the length of time an intervention will be tried and how it will be assessed. Parents are integral part of this team and are encouraged to attend and participate in the IAT meetings.

PROPERTY DAMAGE

Students will be held responsible for the cost of materials and labor for the replacement of any property damage that they may have caused through their neglect or actions. This policy also applies to the school textbooks and library books. Students will be charged an appropriate fee for the replacement of any books/materials that are lost or damaged. Everyone is expected to cooperate in helping to keep the building and equipment clean and in good condition.

REPORT CARDS

Formal report cards are sent home a week following the end of the nine-week grading period in grades K –6. Grading scales and explanations of the letter grades given are found on our report card. The grading scale for **grades 2-6** is: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59.

Once a teacher has determined a percentage grade for a student that grade is submitted to be included on the grade card. Once the grade appears on the grade card, the percentage is dropped and it simply becomes a letter grade. At that point, all grades are treated the same in terms of GPA and semester average calculations.

Progress reports are sent home each mid nine weeks. The nine-week period allows your child time to bring a failing grade up to a passing one.

Students who receive an “I” (Incomplete) on their grade card must complete all necessary work within three weeks or sooner after the date grade cards are issued. Failure to do so will result in the “I” being changed to an “F”. Exceptions can only be made in extenuating circumstances as approved by the principal.

If you have questions or concerns regarding any reports received, please contact the teacher as soon as possible to resolve the situation.

Non-custodial parents are entitled to copies of grade reports provided that a written request and email address is on file in the office. Copies will not be mailed unless a self-addressed stamped envelope is provided.

SCHEDULE for PK-6 Wing

Main office hours are 7:30 to 3:30.

PK -6

8:00 a.m.	School Begins
10:25 – 12:00	Lunch and Recess
3:00 p.m.	School Dismisses

No student is allowed to leave the school grounds during the course of the school day, unless properly excused by parent or guardian through the school office. ALL students must be signed in/out of the building for the safety of our students.

Students in grades PK-6 who are transported to or from school by a parent/guardian are to be dropped off and picked up at the A1 Entrance. We ask that students who are dropped off do so **ONLY after 7:45 A.M.** If the parent/guardian needs to come into the building at arrival or dismissal time they should park in the **Visitor's Parking** area of the parking lot.

SEARCHES

The school maintains the right to search the desks, person and personal belongings of a student on school grounds or at a school activity. Searches will only be made upon reasonable cause and suspicion of a code of conduct violation by the student. If possible and as appropriate, the student should be present and give consent to the search.

STUDENT WITHDRAWAL

When transferring to another school, please notify the principal's office. After returning textbooks and paying any outstanding fees, the student's records will be forwarded to the new school at your request.

TELEPHONES

The telephone in the secretary's office may be used by the students only in the case of ***an emergency or an unexpected event***. This requires the permission of the teacher, secretary or principal. Teachers may allow students to use the phone in the classroom only at the teacher's discretion.

THIRD GRADE READING GUARANTEE

Third grade students are required to pass the Ohio Third Grade ELA Assessment with a set basic score. The first administration of this test is in October. Students take the ELA test again in the spring of their third grade year and have a second opportunity to pass. Students who did not pass the ELA test in the fall will be offered intervention opportunities via a Reading Improvement Monitoring Plan (RIMP) before the spring reading test. Additionally, students will have the opportunity to take the IOWA Test in Basic Skills for Reading, an alternate assessment, in an attempt to meet the criteria of the Third Grade Reading Guarantee. Students who do not achieve at least a basic cut

score level on either assessment in the spring will be offered a summer intervention opportunities. A third and final Ohio ELA Assessment can be taken in July, as well as an additional IOWA Test administration.

Ohio law dictates that a student not reaching the cut score will be retained in third grade. Four options that can be taken if a student does not reach the basic cut score on any test. These options include:

1. Retention in Third Grade
2. Retention including Fourth Grade Instruction
 - a. For each student retained who has demonstrated proficiency in a specific academic ability field, each district shall provide instruction commensurate with student achievement levels in that specific academic ability field.
3. Summer Promotion
 - a. Reaching the promotion score on the Ohio ELA Assessment, or
 - b. Reaching a promotion score on an alternative assessment.
4. Mid-Year Promotion
 - a. The law says that even if a student does not reach the promotion score in the summer, the student may become eligible for mid-year promotion. Students who are retained are considered third graders until they are able to show reading proficiency on one of the promotion tests. Law also states that students receive instruction at levels matching their ability in other subjects if capable of doing so. The decision to provide higher-level material is based on student data, progress monitoring, and individual learning needs.

VACATIONS

We realize that there are times when it is necessary for parents to take children out of school for family vacations. However, this practice is not encouraged, and it is asked that it be kept to a minimum. If vacations cannot be arranged during school vacations, parents should notify the student's principal by telephone or note at least one week in advance. A vacation request form will be provided to the parent. After parents complete their portion of the form, the form will be distributed to teachers allowing for comment on possible academic consequences related to the absence. The form will be returned to the principal for final approval and a copy will be provided to the parent. If homework is requested to be taken along on vacation it will be expected to be completed and returned on the day the student returns to school. If homework is not requested, then the missed work will be given to the student when they return. They will be given the same amount of school days to complete the work as school days they were absent. If work is not completed and returned in this timely manner, then zeros will be given.

STUDENT CODE OF CONDUCT

The following regulations apply to students while in school, on school grounds, or while on the school bus and/or Board of Education owned vehicle. Any student aiding and/or abetting any other student in violating any school rules could be disciplined as though they, themselves, violated the school rule.

The following conduct will be the types of behavior that will result in some type of disciplinary action:

- Disruption of school
- Damage to private property
- Damage to school property
- Insubordination
- Alcoholic beverages, drugs or chemicals of abuse (including “look-alike”) drugs
- Theft, unauthorized possession
- Fighting
- Forgery/cheating
- Repeated violations of directions, policies, rules, etc.
- Unauthorized use of fire or flame
- Use of personal electronic devices (laptops, iPods, iPads, eReaders, electronic tablets cell phones, etc.)—Students are discouraged from, but permitted to have personal electronic devices at school. Such electronic devices may not be used for any reason (i.e. playing games, text messaging, talking on etc.) during school hours or while participating in extracurricular activities without the permission of the principal or designee. Any disruption caused by this device, or unauthorized use of any electronic device will result in the device being confiscated. The confiscated item will only be returned to a parent or legal guardian. The school accepts no responsibility for any lost, stolen or damaged electronic device.
- Weapons and instruments of violence— a student shall not possess, handle, transmit or conceal any object that might be considered a weapon or instrument of violence. This list is not totally inclusive but some examples are: firecracker, smoke bomb, sharp instrument, gun, knife, chemical, gases, and mace. Possession or use of a weapon or instrument of violence may result in expulsion and/or criminal charges on the very first incident. (ORC 2923.122) Federal Law requires that any student who brings a firearm on school property is to be expelled for one year. A firearm under Federal Law is defined as:
 - Any weapon (including a starter gun) which is designed to, or may be readily converted to expel a projectile by action or explosive.
 - The frame or revolver of any such weapon
 - Any firearm muffler or firearm silencer
 - Any destructive device, not including an antique

- Harassment – a student shall not cause mental or physical harm, or behave in such a manner that could threaten to cause mental or physical harm to school staff members, other students/persons while under the jurisdiction of the school. Persistent teasing or offensive communications between students shall be considered harassment. No student shall engage in any act of sexual harassment. Sexual harassment includes unwelcome sexual advances, improper physical contact, or inappropriate sexual remarks. In addition, no student shall engage in any activity that has the effect of being derogatory in nature towards other races, the ethnic background, or the religion of other students, staff or other persons.
- Tobacco—a student shall not possess, sell, distribute or use tobacco in any form within the school building, on school property or at school events.
- Bomb threats and other false alarms/reports
- Persistent absence or tardiness
- Hazing is defined as any act, or coercing another, including the victim , to do any act of initiation into any student organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- Cyber bullying is defined as the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyberbullying includes, but is not limited to the following:
 - posting slurs or rumors or other disparaging remarks about a student on a website
 - sending e-mail or instant messages that are mean or threatening
 - using a camera phone to take and send embarrassing photos of students

BULLYING POLICY

Cory-Rawson Local Schools recognize that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to violence that is more serious. Every student has the right to an education and to be safe in and around school. A more detailed explanation of bullying and other prohibited aggressive behaviors can be found in Board Policy 5517.01.

--Definition of Bullying—Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. (I.e. repeated oppression, physical or psychological of a less powerful individual by a more powerful individual or group.) Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are: hitting, kicking, spitting, unwelcome physical contact, blocking or impeding student movement, taunting, malicious teasing, spreading

rumors, making threats, insulting, coercion, intimidation or engaging in social exclusion/shunning etc.

Cory-Rawson Local Schools and staff shall not tolerate any bullying on district grounds or at any school activity that is on or off school grounds. The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene—unless intervention would be a threat to the staff member’s safety. If a staff member believes that his/her intervention has not resolved the matter, or the bullying persists, he/she shall report the bullying to the school principal for further investigation.

Consequences/Intervention: Consequences for students who bully others shall depend on results of the investigation and may include counseling; a parent conference; detention, Saturday School; Alternative School; suspension and/or expulsion. Depending upon the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separation and supervision of the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents

BUS RULES

Students are expected to display appropriate and safe behavior on the school bus. Failure to follow the rules will result in various consequences, which may include suspension or expulsion from the bus. All School Code of Conduct and school rules apply on the bus.

Students suspended from their bus transportation privileges are still required by state law to attend school. Absences during bus suspension will be unexcused and the student will be considered truant.

A note from the parent is necessary if a child needs to ride a bus other than the one he/she normally rides or exits at a different stop on the same bus. The note should be taken to the Principal’s office where the information will be recorded and a special note will be written to be given to the bus driver when the child enters the bus.

If your child does not have a note or a phone call to the office by 2:00 p.m. he/she will follow their daily routine for going home.

Prior to any loading:

1. Be on time (5 min. before scheduled pickup) at the designated school bus stops – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Students should respect the danger zone (10 feet around the bus).

While on the bus:

1. Be seated immediately upon entering the bus and remain in that seat until you depart from the bus.
2. Do not save seats on the bus. Boys and girls may sit together if necessary.
3. Keep hands and heads inside the bus at all times after entering and until leaving the bus.
4. Assist in keeping the bus safe and sanitary at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.
8. Leave no books, lunches or other articles on the bus.
9. Keep feet out of the aisles – books, packages, coats and other objects must be kept out of the aisles also.
10. Ventilation must be under the supervision of the driver.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the bus.
14. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or drivers' assistants.
15. Absolute quiet when approaching a railroad crossing stop.
16. In case of a ROAD EMERGENCY, children are to REMAIN IN THE BUS.
17. No pets or animals are to be on the bus.

After leaving the bus:

1. After leaving the bus, if it is necessary to cross the road, this should be done at least 10 feet in front of the bus and only after looking to be sure no traffic is approaching from either direction.
2. Be alert to the danger signal from the driver.
3. The driver will not discharge riders at places other than the regular bus stop at home or at school without proper authorization from the parent or school official.
4. Students should respect the danger zone (10 feet around the bus).

The bus driver may institute and apply additional rules as needed to maintain safety and order.

The bus drivers should, as far as possible, handle their own discipline problems. However, if misbehavior continues the following procedures will be followed to assure safety on the bus:

- The bus driver will give a verbal warning(s) to the student for minor infractions of the bus rules.
- A written notice will be filed with the principal, appropriate action will be taken and the parent will receive a copy of the notice.
- Repetition of minor infractions or a major incident may result in assigned detentions or removal from the bus for a short period of time.
- A bus suspension may be appropriate for safety reasons, with or without prior warning when deemed appropriate. Parents will be notified prior to the suspension and given the opportunity to meet with the appropriate administrator and transportation personnel.

CELL PHONE AND TECHNOLOGY POLICY

Providing students and staff with a 21st century digital learning environment is part of the Cory-Rawson Local School District core values. Cory-Rawson will allow students to bring their own technology devices (laptops, iPods, smartphones, eReaders, iPads, etc.) to school to use in ***specified*** places and at ***specified*** times during the day. **The elementary will be a red zone unless otherwise indicated by the individual classroom teachers. This means all devices must be put away in book bags, cubbies or lockers.** Teachers may secure them in a locked drawer if the teacher has space and the student asks for this security. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them.

While the district uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Cory-Rawson's network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

When a student brings his/her own device to school they must use the internet connection provided by Cory-Rawson. This is to ensure that any content viewed or downloaded is filtered and appropriate. If a student uses their own internet connection (3G/4G) Cory-Rawson cannot be held responsible for the unfiltered content accessed by another wireless network. Use of an unfiltered network may be a violation of school policy. Students should check with their teacher or the principal for guidance.

Cory-Rawson will not be held responsible for any student technology and is not responsible for lost or stolen property.

Bringing a cell phone to school on a scheduled school day is a privilege, not a right; a student does not have a legitimate expectation of privacy as to the contents of a cell phone the student chooses to bring to school. However, a cell phone will only be searched if there is a reasonable individualized suspicion that the cell phone may have been used as a part of a school-related prohibited activity identified in the student handbook.

All students in Cory-Rawson Local School District must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Cory-Rawson Local School District.
- Students must not release personal information on the Internet or electronic communications.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action; which includes the possible suspension of personal technology devices as well.
- The device must be in silent mode while on school grounds and while riding buses.
- The device may only be used to access files on the device or internet sites which are relevant to the classroom curriculum.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection. The school's internet filters will be applied to one's connection to the internet and attempts will not be made to bypass them.

Guidelines and Restrictions on the use of Electronic Devices:

Throughout the school are **Green, Red and Yellow Zones**. You will know if you can use your phone or other electronic device by these zones.

Green Zone: Elementary students will only experience a green zone prior to the 8:00 bell. Once school has started, all areas are a red zone.

Red Zone: No electronic devices may be used. **Red Zones** always include: locker rooms, restrooms, clinics, hallways, and dressing areas.

Yellow Zone: Staff members will provide specific guidelines for use of electronic devices in their classroom.

PLAYGROUND RULES

1. **NO** student leaves the playground without permission.
2. SWINGS—Sitting only. One person at a time. No jumping out.
3. SLIDE—Up the ladder. Down the slide. (Sitting only)
4. SOCCER FIELDS —Off limits when wet.
5. BALLS—Allowed as weather permits. MONITORS will retrieve out-of bound balls!
6. FOOTBALL—“**Touch**” only. NO TACKLE!
7. JUMPING ROPES—For JUMPING ONLY!
8. NOT PERMITTED ON PLAYGROUND AT ANY TIME:
 - A. Throwing of dirt, stones, mulch, snow
 - B. Bad Language
 - C. Eating
9. No TAG on playground equipment.
10. LINE UP IMMEDIATELY WHEN WHISTLE BLOWS!

PLAYGROUND DISCIPLINE PROCEDURES:

1. Verbal reprimand
2. “Time Out”
3. Removed from Playground (Immediate removal when necessary)

Students should dress appropriately for weather conditions. Boots should be worn in the winter so that students may play in the snow. All students will go outside for recess as the weather permits. Students are kept indoors when it is too wet on the playground or when the temperature is below 20° F. Extreme wind chill conditions may also warrant staying inside. However, on occasion an individual class may walk around the building on cold days if we have a number of days of cold weather. These walks are time limited, but please be sure your child is dressed for outside weather.

Parents may request that their child stay in for recess, but these requests should be limited to times of recovery from a recent illness. Requests should be made in writing. Any request for more than one or two days should be at a doctor’s request.

STUDENT DRESS CODE

Under Section 3313.2 O.R.C., the Cory-Rawson Board of Education is responsible for the establishment of reasonable rules and regulations as are necessary for governing pupils. A student's dress and personal appearance are the basic responsibilities of his/her parents. However, school dress should be such that it insures the health, welfare and safety of the members of the student body and enhances the positive image of our students and school. Any form of dress or grooming that attracts undue attention, is derogatory toward any group or individuals, that disrupts the educational process or violates the previous stated rationale is unacceptable.

● **SPECIFIC DRESS CODE REGULATIONS for ALL Students**

1. All students may wear shorts throughout the school year. Shorts and skirts should not be shorter than mid-thigh. ***Final determination rests with the principal.***
2. Clothing should be clean and neat. Jeans may be worn with a hole/rip mid-thigh or lower. If the hole or rip is above mid-thigh, no skin or underwear may be visible. Any clothing that is too tight, too loose, promotes a sloppy look is not permitted. Examples of unacceptable clothing would include, boxer underwear worn as exterior clothing; long-john underwear, and pajama pants.
 - a. **Yoga pants, tights, leggings, etc. may only be worn if accompanied by a dress, shirt, or shorts that meet the mid-thigh or lower rule.**
3. Any clothing which advertises or displays inappropriate language, graphics, drugs, alcohol, tobacco or is sexually suggestive is not permitted.
4. Shoes or sandals must be worn for health and safety factors. **Elementary students (PK-3) are not permitted to wear open toe shoes without socks, heels, shoes that turn into roller skates or shoes without at least one strap on the heel.** This will help to prevent playground injuries. **Students 4-6 may wear open toed shoes or sandals with at least one strap on the heel.**

NO FLIP-FLOPS WILL BE PERMITTED IN PK-6.

5. Hats of any type, hoods and visors are not permitted to be worn in the building during the school day. Bandanas may be worn as a headband.
6. Ear piercings are permitted.
7. Clothing or accessories that identify a student as part of a gang are not permitted. This would include chains, spiked collars or bracelets, dramatic makeup such as teardrops, white face paint or excessive eye liner.

8. Sunglasses may not be worn in the school building with the exception of legitimate medical reasons.
9. Hair is to be well groomed; hair should not fall over the eyes.
10. Facial hair should be well groomed, neat and trim. Scruffy, long beards will not be permitted. ***Final determination rests with the principal.***
11. Mesh shirts must have an additional shirt worn underneath. Tank tops must be no less than 1 ½ inches wide with no undergarments visible. No spaghetti straps are permitted. Shirts must not be cut in such a way at the arm hole to expose the chest. Tops considered “revealing” or expose the midriff are also not acceptable.
12. Pants must be worn at the waist so as not to expose any part of any clothing worn under the pants.

Principals, in conjunction with other administrators and teachers, are responsible for enforcing the dress code. Students who wear inappropriate clothing may be asked to do one of the following depending on the clothing in question:

1. If it is an inappropriate shirt, turn it inside out or be given an alternate shirt to wear.
2. For other inappropriate clothing, contact a parent to bring a change of clothing.

DISCIPLINE PROCEDURES AND POLICY

It is our belief that students can behave appropriately and in accordance to the rules set forth in the student code of conduct. It is the belief of the Cory-Rawson Local Schools that penalties for misconduct should be shaped to fit the situation or incident. Each discipline situation should be considered on an individual basis. However, we do believe that consistency is important and that the penalty for similar acts of misconduct should, as far as possible be similar. Acceptable behavior is encouraged throughout the school environment through the use of our positive behavior programs. Failure to comply with the rules will result in corrective action to be taken in one or more of the following ways:

- Conference with the student
- Loss of privileges (recess, classroom activities, etc.)
- Student telephone call to a parent in the presence of school personnel.
- Detention after school
- Extended detentions-- 2 to 4 hours
- In-school suspension
- Out-of-school suspension
- Expulsion

The classroom teacher is in charge of enforcing the code of conduct and in administering corrective action as needed. The principal will become involved if the severity of the incident warrants it or upon the request of the classroom teacher. Each teacher is expected to clearly post and review his or her classroom rules to insure compliance with the student code of conduct.

As a way to promote good citizenship and appropriate behavior **Hornet Pride** drawings are held on Friday mornings for students in grades K-3. Each student who has demonstrated good citizenship or positive behavior is eligible to earn a “Hornet Pride” coupon throughout the week. Weekly drawing winners receive a choice of prizes.

Students in grades 4-6 participate in a character trait recognition program titled **RACK: Random Acts of Classroom Kindness**. Students and teachers focus on a targeted character trait each month. Students are then recognized for modeling this trait in and around the school setting.

AFTER SCHOOL DETENTION PROCEDURES

Administrative detentions are served after school from 3:00 to 4:00 or 3:00 to 7:00 on days that Detention Monitors are available. Alternate arrangements can be made if the established day is not suitable to the parent. The principal shall notify the parent of the reason for the detention. Parents are responsible for picking their child up at the school at the end of the detention or arrange for a responsible adult to pick the child up. Detention may range in length from one (1) to four (4) hours depending on the severity of the behavior.

For more serious incidents, more than one day of after school detention may be assigned or an in-school suspension may be assigned. The student will be counted as present, but as an “excused absence” for classes. The student will be given work to do during the term of suspension and will be given credit for work completed while in the in-school suspension. The student will lose any early release privilege and will be denied participation in any extracurricular activities scheduled on or between the dates of suspension.

OUT OF SCHOOL SUSPENSION OR EXPULSION

Will take place under the following guidelines:

- The principal or superintendent must give written and oral notice of the intention to suspend the student.

- The student must be given the opportunity to respond to the charges at an informal hearing before the principal or superintendent.
- The parent/guardian will be notified in writing as to the suspension, the reasons for suspension, and the right of the parent/guardian to appeal the decision.

Students having an out of school suspension will be counted absent and unexcused. They are not allowed to make-up work missed during the suspension.

DUE PROCESS

Due process of law shall be given to each student in the event of suspension or expulsion in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code.

When a student is being considered for these disciplinary procedures, the administrator in charge will notify the student of the reason and will give written and oral notice of the intention to suspend the student. The student will then be given the opportunity to explain his/her side at the informal hearing before the administrator. After the informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified in writing within one day of the reason for and the length of the suspension. You have the right to appeal the decision to the superintendent.

Cory-Rawson Alma Mater

Cory-Rawson bright and true
In all battles
We're with you.
Spirit fills thy hallowed halls,
Honor holds thy steadfast walls.
Through the road of life we wend
We shall thy fair name defend!
And forever we shall hold
In our hearts the
Green and Gold.

Cory-Rawson Fight Song

We're gonna fight, fight, fight for Victory!
We're gonna win, win, win this game tonight!
We're gonna do, do, do yes do our best!
We're gonna win this game and all the rest!
So come on raise that score a little more.
We're gonna win this game and many more.
So boys we want the highest score
Fight, Fight, Fight!
For old Cory-Rawson High!
Fight!