

BL Miller Elementary School  
506 W. Virginia Avenue  
Sebring, OH 44672

Telephone: (330) 938-2025



2020 – 2021  
Grades K–5

## Table of Contents

|   |    |   |           |
|---|----|---|-----------|
| <b>Administration</b>                       |    | <b>Parent School Communication</b>          |           |
| School Administration.....                  | 3  | Automated Phone System.....                 | 16        |
| School Hours.....                           | 3  | Parent Reports.....                         | 16        |
| District Mission Statement.....             | 3  | School Newsletter.....                      | 16        |
| District Values & Core Competencies.....    | 4  | Parent-Teacher Conferences.....             | 16        |
| District Calendar.....                      | 5  | Partners in Education.....                  | 16        |
| Staff.....                                  | 6  | Homeroom Mothers/Parties.....               | 17        |
| School Breakfast/Lunch.....                 | 7  | Volunteers.....                             | 17        |
| Snacks/Birthday Treats.....                 | 7  | Visitations.....                            | 17        |
|   |    | Animals/Pets.....                           | 17        |
| <b>Emergency/Safety</b>                     |    | <b>Student Academics</b>                    |           |
| Emergency Information.....                  | 8  | Grading Scale.....                          | 18        |
| Inclement Weather.....                      | 8  | Homework.....                               | 18        |
| School Closing.....                         | 8  | Homework/Assignment Notebook.....           | 18        |
| E-Communications.....                       | 8  | Promotion and Retention.....                | 18        |
| Delayed Start.....                          | 8  | Student Responsibility Policy.....          | 19        |
| Evacuation and Fire Drill.....              | 9  |   |           |
| Lockdown and Tornado Drill.....             | 9  | <b>PBIS</b>                                 |           |
| Parent/Guardians/Custodial Parents.....     | 9  | <b>PBIS Philosophy.....</b>                 | <b>20</b> |
|   |    | PBIS Incentive/Rewards (2 pages).....       | 20        |
| <b>Attendance Procedures</b>                |    | PBIS Expectations by Location (3 pages).... | 22        |
| General Information.....                    | 10 | <b>Discipline Procedures</b>                |           |
| Arrival/Dismissal Expectations.....         | 10 | Removal, Suspension, & Expulsion.....       | 25        |
| Tardiness/Half-Day Absences.....            | 11 | Minor Violation.....                        | 26        |
| Excused Absences.....                       | 11 | Major Violations.....                       | 26        |
| Consequences for Excessive Absences .....   | 12 |   |           |
| Vacations.....                              | 12 | <b>General Information</b>                  |           |
| Habitual Truancy.....                       | 12 | Personal Appearance.....                    | 27        |
| Written Notice of Habitual Truancy.....     | 12 | Valuables.....                              | 27        |
| Absence Intervention Teams.....             | 12 | Mobile Devices.....                         | 27        |
| Timeline for Absence Intervention Teams.... | 13 | Lockers/Locks.....                          | 27        |
| Absence Intervention Plans.....             | 13 | Field Trip.....                             | 28        |
| Attendance and After-School Activities..... | 13 | Birthday Invitations .....                  | 28        |
| Withdrawing a Student.....                  | 13 | Excuses For Recess/PE.....                  | 28        |
| Requesting Missed Assignments.....          | 13 | Requests For Teachers.....                  | 28        |
|   |    |   |           |
| <b>Student Transportation</b>               |    | <b>Verification Form.</b>                   |           |
| Walkers.....                                | 14 | Verification Form (needs signed) .....      | 29        |
| Bike Riders.....                            | 14 |   |           |
| Bus Riders.....                             | 14 |   |           |
| <b>Student Health</b>                       |    |   |           |
| Health & Medication.....                    | 15 |   |           |
| Immunizations.....                          | 15 |   |           |

## SCHOOL ADMINISTRATION

*Superintendent*  
*Superintendent Office*

*Mrs. Toni Viscounte*  
*330-938-6165*

B. L. Miller Elementary Principal K-6  
B.L. Miller Office

Mrs. Heather Whipkey  
330-938-2025

School Mascot  
School Colors

Trojan  
Purple & Gold

### **Principal's Message**

Welcome to the 2020-2021 school year! This handbook is to assist you and your child in knowing and understanding your school community. Parents are very important members of the B.L. Miller family. We encourage you to participate fully in your child's school experience. We invite you to share in the many exciting and rewarding opportunities awaiting you during this school year. We encourage you to complete the school volunteer form so that we may know your interests and the ways that you would like to participate in this year's events. We look forward to working with you and your family.

Mrs. Heather Whipkey  
Principal K-5

### **School Hours**

B. L. Miller 8:10 a.m.- 2:35 p.m.  
Breakfast Served during homeroom.

Upon bus drop-off at school, bus riding students only will enter building and report to cafeteria for quiet study hall until 8:00AM. At 8:00AM, non-bus riding students will be permitted to enter the building to report directly to their homerooms. Bus riders will be dismissed at 8:00AM to also report to homerooms.

Students are not permitted at school, unsupervised until 8:00AM. At the end of the school day, students are expected to leave school and go directly home.

### **District Mission Statement**

**Sebring Local Schools - building leaders, learners, and thinkers**

### **District Purpose**

In pursuit of our mission, we provide a high quality education to prepare students to graduate in order to be college and/or career ready.

## **District Values**

We ensure that all children achieve their highest potential by providing and fostering educational opportunities in a caring and safe environment. Our school community delivers a challenging, innovative, and progressive education. We empower our students to acquire and develop knowledge, skills, and talents while guiding them as they explore their unique abilities. We are passionate about academic excellence, committed to fostering positive citizenship, and dedicated to inspiring all students to succeed in school and life.

Our school district, which is the heart of our community, will work in partnership with students, teachers, families, civic, governmental, social and religious organizations and businesses to equip our students with academic, technological, and social skills. We create an environment where families feel welcome and share responsibility in the development of their children's educational success.

## **Core Competencies**

- Providing an exemplary instructional experience
- Utilization of a variety of appropriate methodologies and resources
- Recognition and accommodation of student differences
- Challenging students to problem solve and think critically
- Addressing social and emotional growth

## **We Believe That:**

- Each student is unique and has individual worth.
- Each student is capable of learning and progressing.
- Learning is enhanced when education becomes meaningful.
- Education is a shared responsibility of the individual, family, school, and community.
- Optimal learning takes place in a climate of love, caring, respect, trust, and acceptance.
- Each student will experience and contribute to a safe and secure learning environment.
- A safe environment is best achieved when school, home and community work together.
- Individual integrity, tolerance, and respect for others contribute to a better society.
- Each student will become a responsible member of our global society.

## 2020-2021 District Calendar

### 2020-2021

#### **August**

- 19 Optional NEOEA Day/Staff
- 20 Waiver Day – Staff Only
- 21 Convocation Day/Staff
- 24 First Day Classes

#### **September**

- 7 Labor Day - No School

#### **October**

- 9 NEOEA Day
- 15 Conference Night
- 16 Conference Comp Day – No School
- 27 End 1<sup>st</sup> Grade Period (45 days)

#### **November**

- 9 Waiver Day - Staff Only
- 25-27 Thanksgiving Break

#### **December**

- 18 Last Day Classes

### 2021

#### **January**

- 4 Classes Resume
- 14 End 2<sup>nd</sup> Grade Period (43 days)
- 15 Staff In-Service – No Students
- 18 MLK Day – No School

#### **February**

- 11 Conference Night
- 12 Conf. Comp Day – No School
- 15 Presidents' Day – No School

#### **March**

- 1 Waiver Day-Staff Only
- 22 End 3<sup>rd</sup> Grade Period (42 days)

#### **April**

- 2 Good Friday – No School
- 5 Easter Vacation – No School

#### **May**

- 23 Graduation
- 27 End 4<sup>th</sup> Grade Period (45 days)  
End Semester/End Year
- 27 Last Day Classes
- 28 Staff In-Service Day

\* If necessary, make-up days will be at that the discretion of the Board of Education.

## **B. L. Miller Staff 2020-2021**

|                      |   |
|----------------------|---|
| Principal            | Mrs. Heather Whipkey  |
| Sp. Ed. Director     | Mr. Rob Clunen  |
| Counselor            | Mrs. Mary Jackson   |
| Kindergarten         | Mrs. Betsy Walsh  |
| First Grade          | Mrs. Heidi Shepherd<br>Ms. Jeana D'Ostroph                                    |
| Second Grade         | Ms. Amy Guy   |
| Third Grade          | Mrs. Leann Laure<br>Miss Michele Campbell                                     |
| Fourth / Fifth Grade | Mrs. Keely Kandel - ELA & Social Studies<br>Mrs. Sherry Umbs – Math & Science |
| Special Education    | Mrs. Jennifer Baum<br>Mrs. Dani Weimer  |
| Art                  | Ms. Samantha Luca   |
| Music                | Mr. John Linko  |
| Physical Education   | Mr. Greg Hall   |
| Secretary            | Mrs. Mary Harlan  |
| Nurse                | Akron Childrens' Hospital Designee BSN, RN                                    |
| Head Custodian       | Mr. Danny Blake   |
| Custodians           | Mr. Bill Brown  |
| Cafeteria            | Mrs. Crystal Brubaker   |
| Student Support      | Mrs. Nicole Meir<br>Mrs. Angie Votaw  |

\* Please note: The above listed teaching assignments are considered tentative until the official start of the school year.

### **Breakfast /Lunch**

Through the application and acceptance of the Community Eligibility Provision (CEP), there is no cost to students/families for breakfast and lunch for the 2020-2021 school year. We would like the community to know there is still a cost to the school for our students' meals. To cover the costs of our student' meals, we are partially reimbursed from the CEP. We then use the profit from a la carte sales of other items sold at lunch to cover the remaining costs.

With the exception of special activities like Grandparents' Days, visitors/parents are not permitted to join students for lunch or drop off unhealthy lunch options.

### **Snacks/Birthday Treats**

It is recommended that ALL treats offered in schools be nutritious and healthy. Please consider alternatives to cupcakes, brownies, and other sugary desserts when planning your child's birthday treat for their class. We recommend snacks be low sugar, i.e. fruit, popcorn, pretzels, vegetables, etc.

### **Food Allergies**

We request no snacks containing peanuts. We would like families to also be aware that there are other food allergies, depending on the grade/class. We will make sure families know, by homeroom about food allergies to respect medical concerns and to avoid accidental reactions.

# SCHOOL EMERGENCIES AND CLOSINGS

## **Emergency Information**

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, emergency numbers will be called. When you register your child, you complete a paper indicating emergency phone numbers of neighbors or relatives who will be responsible for your child if you cannot be reached. Please be certain those neighbors or relatives are aware that they are your emergency contacts. If your emergency information changes, please notify the school immediately.

## **Inclement Weather**

During cold weather, students should be dressed warmly, including hats, scarves, and mittens/gloves. Please insure that your child has boots during wet or snowy weather. All children are expected to go outside and participate in outside recess.

## **School Closing**

Sebring Local Schools uses the Automated Phone system to notify parents of delayed starts and school closings. For this reason it is important that we be notified of any changes in phone numbers that occur during the school year. If you are not certain if there will be school due to bad weather, please listen to WQXK 105.1 on the radio or check the local television stations.

## **E-Communications**

Sebring Local Schools also offers the opportunity to sign up for emails and/or texts to offer the most updated emergency information. To register for e-communications, go to the district website located at [www.sebring.k12.oh.us](http://www.sebring.k12.oh.us) and select the E-Communication Registration Tab.

## **Delayed Start**

When weather conditions prevent us from starting school on time, but it appears that conditions will improve quickly we will use a delayed start. This is announced on WQXK 105.1 radio as well as the All Call, district website, WKBN and WFMJ. The schedule is as follows:

### **Two Hour Delay**

|                       |                             |
|-----------------------|-----------------------------|
| <b>Bus pick-up:</b>   | Two hours later than usual. |
| <b>School Begins:</b> | 10:10 AM                    |
| <b>Dismissal:</b>     | Regular time.               |



## **STUDENT SAFETY**

The following are drills developed in accordance with state law.

### **Evacuation Drill**

Evacuation Drills are held throughout the school year. If a situation would occur during the school day, students are expected to leave the school in an orderly manner and follow their classroom teacher to an assigned “safe zone,” as defined in the school safety plan. If a situation would occur at dismissal, students would exit the building, quickly and quietly, and board their buses

### **Fire Drill**

Directions for drills are posted in each classroom. When the fire alarm sounds, students are to stand and leave the classroom in a quiet and orderly manner. They should go immediately to the designated area and wait for the principal to signal them to return to the building.

### **Lockdown Drill**

In collaboration with the Sebring Police Department, a lock down drill is conducted at least once a year. This is to insure student safety in case of a threat or an intruder that may endanger students. When a lockdown occurs, the office signals teachers to lock their doors and take students to a safe area of the room. Administrators with the assistance of the police, patrol the halls and check rooms. On completion of the drill, the office signals the completion of the drill.

In the case of a real emergency and the need to evacuate students arises, the students will leave the building as directed by the police officers and go to an identified safe zone.

### **Tornado Drill**

Directions for a tornado drill are posted in each of the rooms. Students are directed to go to a safe place.

### **Parents/Guardians & Dismissal**

For your child’s protection, all visitors must first report to the school office. The office authorizes the release of the child from the classroom. Teachers may not release a student unless instructed to do so by the office. If someone other than parent or guardian picks up the student for an appointment, that person must be listed on the Form I or have a note from the parent/guardian giving the school permission to release the student to that person. The person picking up the child is required to show some form of identification. Children will not be released to anyone other than a parent (or parent’s agent).

### **Custodial Parent**

In a divorce settlement, the custodial parent shall inform and provide documentation to the school of any limitations in the rights of the non-custodial parent. Without written notice, the school will presume that the student may be released into the care of either parent. The Educational Parent as assigned by a legal document retains the educational right to make decisions for school purposes

## **ATTENDANCE PROCEDURES**

**To Call/Report Absence Off - (330) 938-2025 before 7:30AM-9:00AM - REQUIRED**

All absences (excused and unexcused) will be charged against the student for purposes of this procedure and will count toward the student's yearly attendance total, excluding school sponsored activities.

Students who need to leave school during the day should bring to school a note addressed to the Principal and signed by a parent/guardian, stating the reason for leaving and the time the parent/guardian will pick up the child at the school office. If a child is to leave school by means other than the school bus or the parents' automobile, the parent/guardian must grant permission. The parent/guardian picking up the child must come to the main office and sign the child out of school.

If the office is not open, an answering machine will record your message. Without a verbal call-off or message, the school is required to notify each parent every absent day.

Upon returning after an absence, a written excuse signed by the parent/guardian of a student absent for all or part of a day must be submitted to the school office to be in compliance with the Missing Child Act. Failure to submit a written excuse within 48 hours of the absence will result in an unexcused absence. Please note that a written excuse does not guarantee an excused absence. See "Reasons for Absence" for acceptable reasons to be considered an excused absence. Students who are absent may not attend school activities that same night.

The parent/guardian must advise the school of prolonged illness or hospitalization and a doctor's excuse should be presented to the principal when this occurs.

After the tardy bell rings, all students must enter and exit the building through the school office.

### **Homeroom / Arrival to School**

Each student is assigned a homeroom where attendance is taken daily. Upon arrival at school students are to go to their locker, the restroom if necessary, and then immediately to their homeroom. Students are not permitted to loiter in the halls prior to the homeroom period.

### **Dismissal / End of School Day**

Students should walk directly to their assigned dismissal area or bus by way of the sidewalks. No running is permitted in the school, near the building, or in the bus loading area. These rules are for the protection and safety. All dismissal changes **MUST** be submitted in writing by 1:30PM. Please either send a note with your child or fax your request. Our fax number is 330-938-2686. Changes after 1:30PM should be for an emergency only and only occur occasionally.

### **BL Miller Elementary – Tardy / AM Half-Day / PM Half-Day**

- Students who arrive at school after 8:15 and before 9:30 will be marked as Tardy.
- Students who arrive at school between 9:30 and 11:30 will be counted absent for a half day. Students who leave school between 11:30 and 1:30 will be counted absent for a half day.
- A full day of attendance may be granted for any student who leaves school after 11:00 and returns by 1:00. A medical excuse is required upon return. Students who leave at any other time of the day and return within an hour and a half will not be counted as absent and a medical excuse is required upon return.
- Consistent or excessive tardiness will earn consequences as determined by the building administrator. With excessive tardiness, parents are required to meet with district truancy team and/or principal to decrease tardiness and avoid potential referrals to the Mahoning County Juvenile Truancy Court.
- A matter of convenience is not to be interpreted as an emergency situation. Students will not be excused from school by a phone call during the course of the day, unless it is an emergency.
- Students who are repeatedly (more than 1-3 times per month) picked up early will need medical documentation for excusal.

**Please do not request that your child be released before our regular dismissal time of 2:30 unless it is an emergency.**

### **Reasons for Excused Absences**

The Ohio Revised Code and Board Policy 5200 set regulations governing excuses for past absence from school and they are as follows:

- personal illness
- illness in the family
- death of a relative
- observance of religious holidays
- emergency circumstances and/or good cause as determined sufficient by the Superintendent

Students with unexcused absences will not be permitted to make up missed work. All medical or written excuses to cover absenteeism must be turned in to the school within 48 hours of your absence.

All other reasons are considered unexcused absences. It is not permissible for students to attend to private business on school time. For example, the scheduling of senior pictures on school time is not permitted.

Parent Notes/Call-offs will be accepted as excused unless ‘habitual truancy’ is established. See ‘Habitual Truancy’ sections for more information.

## **Consequences for Excessive Absences**

A district may not suspend, expel, or remove a student solely based on unexcused absences. A district has the discretion to develop alternative consequences for excessive absences (as determined by the building administrator.) Examples of alternative consequences MAY but are not limited to: ISS, school service, community service, loss of privileges, detentions, Saturday School, and/or behavior contracts.

## **Vacations**

Please note that vacations are declared absences, meaning students/parents are letting the school know of the intended absence. To be considered a vacation, a parent must accompany the student(s). This rule does not change when a student becomes 18. Vacations are not excused absences and count toward the student's yearly attendance. A student will be permitted to make-up work from a vacation provided they do the following:

1. Obtain a vacation form (pink) from the office at least five (5) school days prior to vacation.
2. Parents must sign the form.
3. Students then secure the signatures of his/her teachers and return the form to the office.

## **Habitual Truancy**

To be identified as "Habitual Truant" ORC 2151.001(B)(18) a student must be absent one of the following:

- 30 or more consecutive hours (5 consecutive days)
- 42 or more hours in a month (7 days in a month)
- 72 or more hours in the school year (12 days in a year)

Please note that truancy is NOT defined by excused or unexcused absences. It is defined as loss of time from school. Excused absences are important because they are considered when hours/days are accumulating and referral to Juvenile Court or Child Protective Services is being considered.

## **Written Notice Habitual Truancy**

Once a student is identified habitually or truant, the schools must send written notice to parent/guardian notifying of excessive absence status, with or without excuses of 38+ hours in a month or 65+ hours in a year, in written form within 7 days of the absence that triggered the notice. Once identified of habitual truancy, an absence intervention team must be established. The school is also required to notify ODE of each Habitual Truancy designation.

## **Absence Intervention Teams**

After notification of habitual truancy, the school must initiate an Absence Intervention Team. Team members MUST include district/school representative, another district/representative that knows the student, student's parent/guardian. The school is required to make at least 3 family engagement attempts to secure parent/guardian participation. Failure of a parent/guardian to respond to the family engagement attempts may trigger mandatory Child Protective Services (CPS) reporting. The school may invite other professionals to join teams. The Absence Intervention Team is required to write an Absence Intervention Plan.

### **Timeline for Absence Intervention Teams**

Triggering event – habitual truancy threshold

Within 7 days of Triggering Event – select members of team and attempt to secure parent participation on the team

Within 10 days of Triggering Event – assign student to the team

Within 10 days of Assigning Student to Team – develop Absence Intervention Plan

Within 5 days of Developing the Absence Plan – district notifies parent of the plan and ODE.

### **Absence Intervention Plans**

All plans MUST notify the student that a court complaint will be filed within 61 days after the implementation of the plan if student refuses to participate or satisfactory progress is not made. The school is also required to notify ODE of each Absence Intervention Plan implemented.

### **Attendance & After-School Activities**

No student who has been absent may participate in an extra-curricular activity scheduled for the afternoon or evening of the school day in which they were absent without the PRIOR approval of the Principal (Board Policy 2430).

### **Withdrawing a Student**

The following procedure must be followed if you are planning to withdraw your child from our school.

- Please notify the office of the date your child will be leaving.
- Insure that all books are returned and fees/fines are paid.
- Enroll your child at the new school and sign a release of information form.

### **Requesting Missed Assignments**

If a student is absent, the parent may call the office (before 9:00 a.m.) to request assignments that a student has missed. Parents must consider that classroom learning experiences cannot always be replicated in materials or assignments that are sent home. Assignments will be ready for pick up at the end of the school day.

# STUDENT TRANSPORTATION

## Walking Students

Student conduct and safety on the way to and from school should be a matter of concern to parents. Parents should discuss the safest route to school emphasizing the use of sidewalks. Students will observe private property. There is to be no snowball throwing. The school will cooperate with parents on these matters.

Any change in transportation must be in writing and submitted to the office before 1:30pm.

Students will cross Ohio Avenue at the corner of 19<sup>th</sup> and Ohio where the district has a crossing guard.

## Bike Riders

With parental knowledge and permission, students may ride bicycles/scooters to school. Students should walk their bicycles/scooters while on the school grounds and should lock them in the racks provided. The school is not responsible for lost or stolen bicycles/scooters. For safety reasons, skateboards, roller skates, or in-line skates may not be used on the playground at any time.

## Bus Students

Bus transportation is provided for students residing in the school district. If a student's behavior creates a safety hazard on the bus, the student may be denied bus privileges. Parents will be expected to transport the student to school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the parent's responsibility.

In order to minimize problems, observation of the following rules is encouraged:

- Arrive at the bus stop before the bus. (THIS IS STATE LAW)\
- While waiting for the bus, remain in the loading area, not in the street.
- Wait until the bus stops before advancing to board the bus.
- Board the bus and be seated.
- When conversing on the bus, talk softly with your neighbor.
- Be completely quiet when the bus reaches and approaches the railroad tracks.
- Keep the aisle of the bus clear of objects.
- Keep head, hands, and arms inside the bus.
- Cooperate and obey the bus driver at all times.
- No eating, drinking, or chewing gum on the bus.
- No transporting of animals, ammunition, explosives, tobacco, or any dangerous material.
- Students who are assigned seats will sit where designated.

# STUDENT HEALTH

## **Health and Medication**

Parents should bring special health concerns to the attention of teachers, the nurse or designee, and the school office. It is extremely important to keep the emergency papers accurate and up to date, including the person to be called in case of emergency, your physician's name, and any special health concerns (such as epilepsy, asthma, allergies, etc.)

District policy prohibits the school from administering anything but prescription medicine.

All prescription medications must be accompanied with an official Prescription Medication Administered At School Form, signed by your doctor. Prescriptions must be in the original container, labeled with the child's name, name of drug, dosage, time to be given, physician and parents' name.

If a student shows evidence of a contagious condition or illness, the nurse or designee will notify the parents and the child will be sent home.

## **Immunizations**

The Ohio Department of Health, under authority granted in Section 3313.67 of the Ohio Revised Code has established minimum immunization requirements for Kindergarten students.

- Four doses of DPT/DtaPorTD or a combination of these vaccines. The last dose must be given after age four or a fifth dose is required.
- Three doses of polio vaccine. A fourth dose is required if the third dose was administered prior to age four.
- Measles, mumps, rubella vaccine given after 12 months of age. A second MMR is required at Kindergarten entry.
- Three dose series of Hepatitis B.
- Must have 2 Varicella Vaccine (Varivax) before entering KG.

Established minimum immunizations for 7th grade

- Tdap immunization (tetanus, diphtheria, and pertussis)
- Meningococcal immunization

A record of each student's immunizations must be kept on file at school. The parent must present immunization records during school registration and they are required for Kindergarten registration. Section 3313.671 provides that pupils be given 14 days to comply with immunization requirements before they are excluded from school.

## **Clinic Visits**

If a student notifies his/her teacher that he/she doesn't feel good, the teacher will determine if a clinic visit is required based on his/her daily knowledge of your child's typical appearance/behavior. The school nurse/secretary will then determine if your child should return to class or if a call home is needed. Please realize that children complain often about belly aches, being hot, missing home, sore bruises...this is typical child behavior. Only students displaying symptoms of illness or concern are sent to the clinic.

# **PARENT - SCHOOL COMMUNICATION**

## **Automated Phone System**

B. L. Miller uses an automated phone system to notify parents of weekly events. The principal makes the phone calls as needed. This is a primary communication with parents. Therefore it is critical that you notify the school anytime your phone information changes. If you do not wish to receive the phone calls, please notify the school in writing.

## **Parent Reports**

The school community regularly reports student progress to parents. Report cards are sent each nine weeks. Interim reports are sent midway between the nine week reports. Teachers send additional reports and request conferences as needed.

## **School Newsletter**

A monthly Calendar is sent home with students. The Calendar lists upcoming events and activities for that month. It is important for parents to go over the Calendar, as this is the primary written communication from the school. A Calendar and Menu is also provided on the School Website.

## **Parent -Teacher Conferences**

Opportunities for parent-teacher conferences occur in October and February annually. We encourage you to accept our invitation to participate in this important event. Good home and school communication is the best support we can provide for our children. It gives us the opportunity to understand all aspects of a child's learning environment and needs. This can significantly impact our ability to work with students so that they can succeed. Please try to make these evenings a priority.

Evening conference hours are from 2:45-9:00 to accommodate working parents. In grades K-3, if you have a specific request for times, please make the teacher aware approximately one month before so that he/she may accommodate that request prior to sending out scheduled times. Parents with students in grades 4-6 will need to call Mrs. Harlan in the office for an appointment.

Parents may request conferences at other times if they believe there is a need. They may call the school office and make a request for a conference. Teachers will try to get back to you within 24 hours with a mutually convenient time for the conference.

## **Partners In Education - PIE**

Our Partners in Education are an important part of our school and community program. We encourage parents to support our PIE by becoming active members. Our school and community network is very important to our schools and we want all to be a part of our organization.



## **Homeroom Mothers / Parties**

There are two classroom parties during the school year. One occurs in December and one in February. Homeroom volunteers assist with these events.

## **Volunteers**

We invite all interested parents, grandparents, aunts, uncles, and community friends to volunteer in our school. Please complete our volunteer form so that we may contact all who wish to help our students.

Volunteers are sometimes used in the classroom, cafeteria, the after school program, and for special events. Upon entering the building, volunteers are asked to register in the office as well as wear volunteer badges during their visit. Volunteers will also be required to have a Background Check. Volunteers need to sign out when leaving the building.

## **Visitations**

As part of the district safety plan all persons entering any school building of the Sebring Local Schools must report to the school office and sign the visitor/volunteer sign-in sheet. All visitors must wear a visitor badge while in the building.

Observation can be a valuable tool for a parent in understanding their child's progress as well as understanding progress as it compares to the typical achievement of a child at that grade level.

If parents wish to observe at other times, we request that it be limited to one half of the school day and that the school be notified in advance of your intention to observe. Because visitations may be distracting to our students, we request that parents limit additional visitations to occasions when they have direct concerns relating to their child's progress.

With the exception of special activities like Grandparents' Days, visitors/parents are not permitted to join students for lunch.

## **Animals**

New state guidelines prohibit some animals in the school. For this reason, school policy now prohibits students or parents bringing animals to school.

## STUDENT ACADEMICS

### Grading Scale

|   |         |
|---|---------|
| A | 90-100% |
| B | 80-89%  |
| C | 70-79%  |
| D | 60-69%  |
| U | 0-59 %  |

### Homework

Homework is assigned as an extension of our school program. Homework is meant to give students the opportunity to revisit daily learning and offer repeated practice.

### Assignment Notebook

Primary (Grades K-3) students have purple take-home folders that are the daily source of information home. Teachers put daily/weekly assignment sheets in these to inform parents. Take-home books, etc. are put in the homework section and need to be returned the following day.

Intermediate (Grades 4 & 5) students are given assignment notebooks. These must be with the student at all times. If the student loses the notebook, they must purchase a new one for \$4.00.

### Promotion/Retention

Retention is a process typically reserved for students with attendance issues. If students are struggling academically, we will make every effort to intervene, exploring different instructional strategies and collecting data.

Parents and students will be notified if there is a potential for retention. Content, grades of concern, and attendance will be discussed. An Intervention Assistance Team (IAT) meeting will be scheduled in order to develop a plan for the child's intervention. After IAT, if retention is still viable, parents and students will meet again to discuss retention.

Per the Ohio Revised Code, 3rd Grade students failing to meet the yearly established 3rd Grade ELA Reading Cut Score or the 3rd Grade ELA Proficiency level must be retained and repeat the 3rd grade a year to demonstrate reading proficiency.

## **STUDENT RESPONSIBILITY POLICY**

In an effort to foster responsibility in all Sebring Elementary students, we are again implementing a responsibility policy. We know that people learn to be responsible by being given responsibilities. We would like all our students to be responsible for coming to school prepared. We would like them to bring:

1. Completed homework and projects.
2. Notes regarding transportation, absences, etc.
3. Permission slips by the due date.
4. Lunch or lunch money.
5. Gym shoes and/or clothes required by the teacher.

As parents, you model responsibility for your children on a daily basis. Setting aside a time to discuss what's needed for the coming school day with your child might be a great way to help your child begin to establish organizational skills and routines.

As a part of this plan students will not be permitted to call home for forgotten most items. If a student forgets lunch, a school lunch will be provided at no cost. If he/she doesn't have appropriate gym shoes, then gym may be missed for the day. If your child forgets to bring his/her homework, our Handbook Policy will apply.

All field trip permission slips must be returned to school signed no later than the date required. No student will be allowed to attend the field trip without signed permission. Many times arrangements are required before the field trip day.

Students who are responsible and follow the rules perform better academically and gain the respect of others. It is in your child's best interest that we work together. When you have read and discussed the Responsibility Policy, rules and consequences with your child, please sign and return the bottom portion of this form.

You are our most important partner in your child's education. Thank you for your support.

It is our belief that students will reach their highest level of achievement in a positive and safe learning environment.

# **PBIS (POSITIVE BEHAVIORAL SUPPORT SYSTEM)**

## **PBIS Philosophy**

PBIS is not only a requirement for Ohio Schools but more importantly it is a philosophy. Our BL Miller PBIS philosophy is centered around ensuring we have a protective, positive framework around our learners. We want to guarantee that our students have positive academic, social, and emotional learning. The short answer is that we want to identify potential behaviors/issues as students learn so that we can teach students better, alternative behaviors, rather than punish them. We teach positive behaviors proactively. These positive behaviors are repeated in all areas of our building and shown by all teachers so the students learn them, just like they would a school subject. Our philosophy is to teach and reward positive behaviors. At the same time, if students do happen to make poor choices, we will examine poor choices, to will help students to discover what better choices might be.

## **School-Wide Behavior Plan**

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers will inform students of classroom rules and the consequences. Our behavior goals are:

We PROMISE to:

- Be Responsible
- Be Respectful
- Be Safe
- Be Positive

Children progress through the behavior system and this year the school is differentiating minor and major violations in the behavior policy.

## **PBIS Incentives/Awards**

PBIS rewards are tiered – daily, monthly, quarterly, and end-of-year

## **PBIS Daily/Weekly Incentives & Rewards (all grades)**

- We Are Sebring! – Positives – sent home via mail after recognized
- Front of the Line / Lunch Buddy Privileges
- Classroom/Teacher incentives (tickets, store)

## **PBIS (continued)**

### **PBIS Monthly Incentives & Rewards (all grades)**

- Student of the Month Certificates (based on monthly character traits)
- KPG (Kids Going Places) – Students earn a monthly membership card allowing them weekly privileges.

#### **KGP Criteria (Grade K):**

- No hitting
- No hurting
- No unexcused absence/tardy
- No orange or red days
- No more than 3 yellow days

#### **KGP Criteria (Grades 1-3):**

- No more than 3 yellow
- No orange or red
- No missed work/tests (everything made up)
- No detentions or MAJOR office referrals

#### **KGP Criteria (Grades 4-6):**

- No more than 2 strikes in behavior log (for entire team)
- No unexcused absence
- No detentions or MAJOR office referrals

### **PBIS Quarterly Incentives & Rewards**

- 9 week Honor Roll Certificates (Grades 3-5) - grade point average of 3.6-4.0
- 9 week Merit Roll Certificates (Grades 3-5) - grade point average of 3.0-3.59
- BUG Award (Grades 3-5) - I **B**rought **U**p **G**rades Certificates (2<sup>nd</sup> to 4<sup>th</sup> nine weeks) Any student who brings up a content area grade while not lowering a nine-week grade. Student may not receive a failing grade.
- Quarter Reward - movie

### **PBIS End-of-Year Awards & Rewards**

- Perfect Attendance (1 tardy allowed for year)
- Honor Roll / Merit Roll (Grades 3-5)
- Most Improved Students
- Physical Education Awards
- Best Effort Rewards
- Do Your Best on the Test Celebrations

## **PBIS (continued)**

### **PBIS Expectations by Location/Area**

In order to guarantee your child and all students at B.L. Miller School the learning climate they deserve, we will be following our PBIS Expectations.

#### **All Settings/Hallway**

1. Keep hands & feet to yourself.
2. Walk.
3. Treat others the way you want to be treated.
4. Use kind words & actions.
5. Use inside voice.
6. Be on task.
7. Keep our school clean.
8. Do your best.
9. Greet others with a smile and hello.

#### **Arrival**

1. Enter building quietly.
2. Stay in supervised area
3. Don't touch others
4. Line up quietly
5. Exit quiet & walking
6. Be on time.
7. Listen to & follow directions.
8. Be on time. School - starts at 8:10am.
9. Walk to class when dismissed
10. Enter building with attitude to learn
11. Smile & greet others

#### **Cafeteria Behavior**

1. Walk to lunch.
2. Keeps hand to yourself.
3. Remain seated until excused.
4. Walk to playground or classroom
5. Practice good table manners.
6. Eat your own food.
7. Keep your food/wrappers on your own tray
8. Use a quiet voice.
9. Eyes on speaker
10. Keep your area clean.
11. Put trash in trashcan.
12. Congratulate others on achievements
13. Talk with a whisper

## **PBIS (continued)**

### **PBIS Expectations by Location/Area**

#### **Playground & Recess**

1. Use equipment properly.
2. Follow playground rules.
3. Line up with whistle.
4. Enter building walking quietly
5. Play by the school rules.
6. Be a good sport.
7. Share equipment.
8. Wait your turn.
9. Don't touch others.
10. Play available activities.
11. Put equipment away.
12. Pick up & put away personal items.
13. Include others
14. Encourage others to play nicely

#### **Assemblies**

1. Enter quietly.
2. Keeps hands & feet to yourself.
3. Watch your teacher for directions.
4. Stand quietly or sit flat on the floor.
5. Listen.
6. Voices off.
7. Keep hands to yourself.
8. Use appropriate applause.
9. Eyes on speaker
10. Sit in assigned spot.
11. Sit calmly
12. Eyes on speaker
13. Pay attention
14. Ask questions

#### **Dismissal**

1. Stay with teacher.
2. Walk in lines.
3. Walk calmly.
4. Go directly to bus, line, or cafeteria.
5. Follow directions.
6. Stop, look, listen to adults in charge
7. Eyes on speaker
8. Gather everything you need to take home.
9. Go directly to bus, dismissal line, or cafeteria.
10. Wish others a good night

## **PBIS (continued)**

### **PBIS Expectations by Location/Area (continued)**

#### **Bus**

1. Board bus calmly.
2. Sit in assigned seat.
3. Use a quiet voice.
4. Sit the right way.
5. Follow bus driver's rules
6. Keep bus clean.
7. No eating.
8. Be kind to each other & bus driver.
9. Watch for your bus.
10. If you have to wait for bus, use quiet voice and keep busy
11. Leave bus with all of your belongings.
12. Follow directions.
13. Say hello & smile
14. Thank your bus driver
15. Follow bus rules

#### **Bathroom Behavior**

1. Tell an adult if something is unsafe
2. Wash your hands
3. Keep water in sink, not on the floor
4. Give other's privacy.
5. Flush
6. Be quick, clean & quiet
7. Keep area clean.
8. Do not write on walls, doors, or destroy bathroom areas/items
9. Keep calm and be kind



## **DISCIPLINE PROCEDURES**

All classroom teachers have a discipline procedure posted in their classroom. Students are sent to the principal for disciplinary action, only after the teacher has first taken steps to change and/or stop the inappropriate behavior in class.

Parents are to be notified of all behavior consequences. Depending on the offense, the following are possible consequences when a student receives a conduct slip:

1. Loss of privilege (recess, field trip, activity, assembly)
2. 1hr or 2 hr. detention
3. ISS (In-School Suspension)- individualized instruction /location may be at BL or McKinley
4. Parent Conferences (with and/or without students)
5. OSS (Out-of-School Suspension) – single day
6. 3 days OSS
7. 5 days OSS
8. 10 days OSS
9. Expulsion

### **Removal, Suspension, and Expulsion**

A student may be removed or excluded from a classroom or school when the student poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process. Such removal may be for a period of less than 24 hours without being subject to suspension or expulsion procedures.

An administrator may impose a suspension not to exceed 10 days duration. The administrator may also prohibit a student from participating in any or all co-curricular or extra-curricular activities in accordance with board policy.

Expulsion is the removal of a student from the school for a period of time to be established by the Superintendent or his/her designee following procedures in accordance with board policy.

A urine test and breathalyzer test may be required for reasonable suspicion.

Random searches of students' lockers, belongings, and items are permitted per Sebring Local Schools' School Board Policy (5771 – Search & Seizure)

## **DISCIPLINE PROCEDURES (continued)**

### **Minor Behavior Consequences**

These rule violations may result in **teacher administered consequences**. These consequences are progressive within a nine-week period going from first offense to last. Teachers may write notes, call, or email to inform parents.

#### **Minor Behavior Examples:**

- |                            |                   |
|----------------------------|-------------------|
| 1. In-appropriate language | 5. Non-compliance |
| 2. Disrespect              | 6. Homework       |
| 3. Disruption              | 7. Teasing        |
| 4. Dress Code Violation    | 8. Late to class  |

### **Major Behavior Consequences**

These rule violations are **principal-administered consequences**. The following infractions are considered a MAJOR violation of the student code of conduct.

#### **Repeated Minor Violations**

1. Violations of School Bus/Transportation Rules
2. Possession and/or Use of Mind Altering Substances(s) and/or tools (including tobacco products and “look-alike” items.) – Earns an automatic Out-Of School Suspension
3. Possession of Dangerous Weapons – firearms, destructive devices, knives...Earns an automatic Out-Of School Suspension (this includes “look-alike” items.)
4. Fighting/Assault/Bullying – Earns an automatic Out-Of School Suspension
5. Physical Reaction to Teacher and/or Other School Employees (strike, slap, kick, push, threaten – this also includes use of weapons)
6. Verbal Disrespect, Obscenity, Threatening a Teacher, School Employee, or Student
7. Theft or Damage of School or Private Property (Vandalism)
8. Dress Code Violation/Personal Appearance
9. Missing Assigned Disciplinary Action
10. Harassment/Intolerance of Others
11. Plagiarism/Cheating
12. Profanity – students will not speak, write, or use body gestures to communicate inappropriate or vulgar language/idea. This includes social media.
13. Sexual Harassment – Any type will not be tolerated (unwanted and/or unwelcome name calling, pressure to engage in sexual activity, unwanted conversations/comments, sexting...)
14. Insubordination/Disrespect – students will comply with directions of school employees
15. Violation or Misuse of School Technology
16. Instigating/Provoking – students will not instigate, watch, or participate in a fight.
17. Collusion - A student that assists or participates with another student in violating rules, or is aware of another student’s intent to violate rules and neglects to inform staff, will be disciplined in connection to the violation(s).

**Note: It is to be understood any infraction/violation (listed or not) will be left solely to the discretion of the administration as to how the students' behavior will be disciplined/corrected within the guidelines of district/building policies and regulations.**

# GENERAL INFORMATION

## **Personal Appearance**

All clothing is expected to be appropriate for maintaining a safe school environment conducive to learning. If students' clothing does not meet the guidelines below, they may be given other clothing to wear for the day. The following are some guidelines for appropriate student attire:

Shirts should be able to be tucked in at the waist and cover the neck/shoulder/ and back appropriately.

- No offensive logos.
- No midriff blouses, halter tops, or spaghetti/cord straps
- No low side shirts/i.e. muscle shirts
- No see through/ or mesh

Shorts must be no shorter than four inches above the knee and fit properly at the waist.

Pants may not drag the ground and should fit properly at the waist.

Shoes must be worn at all times.

- No flip-flops are permitted at any time.
- Sandals /All Shoes **must have straps.**

Hats, hoodies, visors, caps, or sunglasses are not to be worn in the building.

Students should not have colored hair i.e. blue, red, etc. because it is a distraction to the learning environment. Facial piercings are not permitted.

Backpacks are not permitted to be carried through the building during the school day. They may be used only to carry school materials and supplies to/from school.

## **Valuables**

The school is not responsible for valuable items lost or misplaced by children who bring such items to school. Please mark all outerwear, including gloves, hats, boots, and scarves. Lunches, lunch boxes, and backpacks need to be marked as well. Please read below about locks/lockers.

## **Mobile Devices**

The school is not responsible for valuable items lost or misplaced by children who bring such items to school. Mobile devices brought to school, should at no time, be used during school hours. Students are expected to leave mobile/technological devices in their locker. Should teachers determine the need for mobile devices, written explanations will be sent home to inform.

## **Locks/Lockers**

Students may only use locks on lockers, provided the homeroom teacher is given the combination and/or a duplicate key - without exception. Locks placed on lockers, without combination/key access will be removed from lockers without expense to the school or staff.

**Random searches of students' lockers, belongings, and items of clothing are permitted per Sebring Local School's Board Policy 5771-Search & Seizure**

## **GENERAL INFORMATION (continued)**

### **Field Trips**

Field trips are invaluable teaching aids. They provide direct experiences for learning and are a direct extension of what is being taught in the classrooms. When a field trip is planned, both signed permission slips and school transportation liability forms are required. A fee may be collected for all field trips. Good school behavior is required on the trips. In the event of a field trip, a designee of the nurse will dispense medication.

To maintain student safety and privacy, staff and screened chaperones will escort and participate in school sanctioned field trips. The principal will be selecting chaperones based on specific criteria – including but not limited to:

- Teacher-based need for additional supervision
- Fingerprinted Background Checks
- Familiarity with school rules & expectations
- The desire to strengthen community and school relations through positive participation and communications

We'd also like to remind all potential chaperones and volunteers that taking and/or sharing pictures of **other** students, while at school or during school events, is considered a violation of student privacy.

For the safety of our students, parents/guardians will not be permitted to join the field trip unless they are an assigned chaperone, with fingerprints on file and specifically asked to participate and join us

### **Birthday Invitations**

Birthday invitations may not be passed out in school, unless the entire class is given an invitation. We would like to prevent our positive school culture from being the place where a child gets left out. Students who are not invited may feel left out with their feelings hurt. Just as we try and shelter your children from other uncomfortable social situations, we try and buffer them from situations that make them feel excluded. We appreciate your understanding.

### **Excuses for Recess/PE**

All students will be expected to participate in outdoor recess /physical education classes. Following an illness, parents may send a note to request their child be kept indoors for a day or two. Any request beyond two days requires a doctor's note.

### **Requests for Teachers**

Our classes are formed using student data and teacher input. We want to make sure that our students and teachers have classrooms that are as fair and equal as possible. Often we also assess student relationships to determine if there is evidence that specific students may need separate learning environments. Educators and administrators use their professional judgement when placing students and designing classes. If you are a parent requesting a specific teacher, please understand not every request can be accommodated.

**\*\* RETURN THIS PAGE YOUR HOMEROOM TEACHER \*\***

**BL Miller Elementary School  
School Handbook / Code of Conduct  
Verification Form  
2020-2021**

**Signatures are required.** All signatures designate the parent(s)/guardian(s) and child(ren) have been informed and are aware of building policies, rules, and expectations.

Parents/Guardian Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

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