



Fort Jennings Elementary School Student/Parent Handbook 2017 - 2018



Students and Parents,

Welcome back to Fort Jennings Elementary and to the 2017 - 2018 school year. It is our privilege to work with all of you this year. As always, it is our goal to provide a safe and rewarding learning environment for all of our students. Elementary school is extremely important in the educational, social, and emotional development of your child. The success that your he/she experiences will hinge greatly on the cooperation between your child, his/her teacher, you as a parent and me. We encourage you to be active members of your child's educational process and we believe it is a vital part of his/her education.

To that end, please review the online handbook with your child. Highlight policies and procedures that help regulate all of our school activities. Keep a copy of the handbook throughout the year; it will be an important resource for answer to many questions.

If at anytime during the year, you have questions or concerns, please feel free to contact me at 419-286-2762. It is my hope, that by working together, we create a positive and safe learning environment for all Fort Jennings Elementary School students.

Sincerely,

Matthew R. Dubé, Principal
Fort Jennings Elementary School

Fort Jennings Elementary School Handbook Review

Children enrolled at Fort Jennings Elementary School

1. _____ Grade _____
2. _____ Grade _____
3. _____ Grade _____
4. _____ Grade _____
5. _____ Grade _____

My child/children and I have reviewed the Fort Jennings Elementary School Handbook

Parent/Guardian Signature: _____ Date: _____

Mission of the District

The Jennings Local School District, along with its stakeholders, is committed to developing lifelong learners with the essential skills to critically think through and solve complex problems, through a relevant, innovative, and engaging curriculum in a nurturing educational setting.

Student Arrival/Drop off

Regular Day

7:55 am - the building will be open and teachers available to monitor

8:40 am - classes begin for students K-6

Two Hour Delay

9:55 am - the building will be open and teachers available to monitor

10:00 am - classes begin for students K-6

Three Hour Delay

10:55 am - the building will be open and teachers available to monitor

11:00 am - classes begin for students K-6

Please do not drop students off before the indicated times above. Students who arrive after the reported beginning of class should report to the office first. Students reporting between 8:45 am and 10:10 am will be considered tardy. Those arriving between 10:10 am and lunch will be marked for a ½ day absence. Students leaving before 1:35 pm will be counted as ½ day absent.

Dismissal

3:00 p.m. – Non-bus riding students are dismissed.

3:03 p.m. – Bus riding students are dismissed.

A student who must be dismissed before the end of the school day must present a written request signed by the parent or guardian to the classroom teacher indicating dismissal time. Children will be released only from the office to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. For your child's safety, please come into the building to sign-out your child. A sign-out sheet will be available in the school office.

Appointments should be scheduled outside of school hours whenever possible.

If your child is going home via another mode of transportation than is normal, daily procedure, please send a note in the morning with the child or call the office before 2:30 p.m. If there is no note your child will be sent home according to his/her normal procedure.

Delay Schedule/School Closings

In the case of school delays or closings due to inclement weather, etc., listen to WDOH 107, WIMA 1150, WIMT T-102, 92-Zoo 92.1 and WLIO TV channel 35. You can also sign up for instant messaging on our school web site <http://jenningslocal.org/> School alerts will be sent directly to your cell phone or email address.

In the event of a 2 hour delay, school will start at 10:00 a.m. and dismiss at 3:00 p.m.

In the event of a 3 hour delay, school will start at 11:00 a.m. and dismiss at 3:00 p.m.

Attendance Policy

All students between six and eighteen years of age (of compulsory school age, Ohio Revised Code Section 3321.01) must be legally enrolled and in regular attendance as outlined by Ohio law. Attendance is the

responsibility of the student and parent. According to these regulations a student may be excused from school for the following reasons:

- a. Personal illness
- b. Illness in the immediate family
- c. Death of a relative
- d. Quarantine of the home
- e. Medical or dental appointment
- f. Emergency work at home
- g. Observance of religious holidays
- h. Family vacation (with prior authorization)
- i. Emergency or set of circumstances judged as sufficient cause by school authorities

Attendance Notification

The State of Ohio requires a parent or guardian to notify the school when their child will not be in attendance (Missing Children's Act, April 1985). This provides a check on your child's safety. On the day your child is absent, please call the school (419-286-2762) between the hours of 8:00 a.m. and 9:00 a.m. unless previous notification has been given to the school. A note that is sent with a brother or sister is also acceptable. In the event, we are not notified, you will be contacted.

Make Up Work

If your child is not in school and you would like his/her homework, please notify the office before 11:00 a.m. Assignments can be sent home with a sibling/neighbor or be picked up after 2:30 in the office. This gives your child's teacher time to prepare assignments without interrupting instructional time. Students are responsible for making up the work in a timely manner. Assignments not completed will be reflected in the grade.

Truancy Policy

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive - services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Highlights of some of the changes to the state truancy policies are:

1. Definition of ‘habitual truant’ changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.

2. Definition of ‘excessive absences’:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

There are several more changes to the policy outlined by House Bill 410. You can find more information by reading the bill at <https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA131-HB-410> or by searching for information provided by the Ohio Department of Education at <http://education.ohio.gov/>.

Illness at School

If a student becomes ill at school, the parent/guardian will be called at home or work to make arrangements for picking up the student. If no one is reached at home or at work, the school will call the emergency contact person designated on the Emergency Medical form in the order they are listed. Please notify the emergency contact person you designate of his/her responsibility. Physicians/dentists and/or EMS may be called as emergency warrants.

Student Code of Conduct

Learning proper behavior, cooperation, respect, and self-discipline are critical to a child’s educational development. Without these qualities, it is difficult for a person to maintain proper attitudes to develop intellectually. It is the school’s responsibility as part of the total educational process to assist the family in the development of each student’s self-discipline. An effective school-wide plan also provides for a safe learning environment.

To promote a positive learning environment, students will be recognized by the staff for demonstrating good citizenship. Recognition will be in the form of verbal praise, parent letters and phone calls and extra privileges. This positive approach will be used when possible; however, in the process sometimes it becomes necessary to apply appropriate consequences for inappropriate behavior which interferes with the educational process. A violation of any rule may result in disciplinary action, including, but not limited to, removal from class, detention, referral to outside authorities, suspension and/or expulsion.

The following rules and standards set forth in the student discipline code apply to conduct on school premises, on school busses and at school functions.

- a) Disruption of school routine
- b) Fighting/assault/menacing
- c) Insubordination
- d) Profanity and/or obscene language and materials
- e) Truancy and tardiness
- f) Damage to property
- g) Theft
- h) Possession of tobacco, narcotics, alcoholic beverages and drugs
- i) Cheating
- j) Use or possession of dangerous weapons and instruments
- k) Threats/Harassment/Bullying
- l) Demonstrates poor citizenship
- m) Respect for others

The above rules are intended to be examples of offenses and do not include every possible infraction.

Playground Behavior

Students will treat the teacher or playground aide with respect.

Play fair – Act fair – Treat others with respect

Students need permission by the teacher on duty to leave the playground or reenter the school.

Students should remain in the designated safe playing areas during the entire recess.

No swearing, fighting or rough play.

Sit down while swinging. Do not wrap swing chains or jump out of the swings. No underdoggies.

No chasing/tag on the equipment.

No throwing snow. Stay away from mud and water.

Proper clothing should be worn during the appropriate season. (i.e. hats, gloves, boots, etc.)

Soccer balls and footballs (flag football only) may be brought from home. All other equipment must be approved by the principal

When the bell rings, stop play and line up immediately.

Students may be denied permission to use the equipment if they fail to obey the rules.

Indoor Recess Policy

1. Students should use the restroom on their way back from lunch. Students must have permission to leave classroom.
2. No horseplay or hanging on one another. No throwing of any objects. No running or chasing games.
3. No writing on classroom white boards.
4. Computer use is at the discretion of the home room teacher. Check the room schedule.

Restroom Rules

1. Always use proper manners in the restrooms.
2. Help keep the floor, mirrors, and walls clean.
3. Never write on the walls.
4. Place paper towels in the wastebaskets.
5. Never stand on toilet seats or hang from the support bars.

Bus Behavior

The State Board of Education has set forth rules for pupil transportation and safety. These regulations apply to students who use bus transportation:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic.
3. Pupils must go directly to an available or an assigned seat and stay seated.
4. Pupils must remain seated keeping aisles and exits clear.
5. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
6. Behavior must not threaten life, limb or property of any individual.
7. Pupils must not use profane language.
8. Eating, littering and throwing things on the bus are not permitted.
9. Pupils must keep head, arms and all belongings in the bus at all times.

Failure to obey the transportation regulations will result in disciplinary action, which may include removal of a pupil from the school bus.

Bus Transportation

Due to the large numbers of students already riding on the regular route, students may not ride another bus to a friend's house. If a student must ride an alternate route, the superintendent must first grant permission.

If your child rides a bus and you wish to pick him/her up after school, please send a note in the morning with the child OR notify the office before 2:30 p.m. The child will be notified of the change in transportation. If there is no note your child will be delivered to his/her normal, designated stop.

When picking up a child at the end of the day, for the children's safety, please stay in the dismissal line of cars. Do not park in the staff parking lot to pick up your child.

Dress Code

While students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school, the appearance of any child is primarily the responsibility of the child and parent. Students are expected to maintain the type of appearance that is conducive to a good school atmosphere and is not distracting. When a student's appearance is considered improper, we will discuss the matter with the child and the parents. Clothing considered to be immodest, inappropriate or disruptive include:

1. Anything that advertises or promotes the use of tobacco, alcohol, and/or other drug related substances
2. Anything containing language or pictures which are suggestive in nature or offensive
3. Spaghetti strap tops, ripped and/or torn clothing, see-through blouses, halter tops and shirts that do not cover the stomach
4. No tank tops with shoulder straps less than 2 inches wide
5. Visible body piercings, other than ears, are not permitted.

As a general rule, hats are not to be worn in the building.

Shorts Policy

Shorts must be at least fingertip length when students are standing with arms hanging loosely at their side. The following are prohibited:

1. bicycle shorts (skin tight, spandex materials regardless of length)
2. "cutoffs" (shorts must be hemmed)
3. soffe shorts
4. any shorts with split legs, split sides or holes
5. boxer shorts or any garments to be considered underwear.

Footwear Policy

Appropriate shoes should be worn at all times while at school. Open-toed footwear such as flip-flops, athletic slide sandals, etc. are not permitted during school hours.

Gym Shoes

Students are required to have a designated pair of tennis shoes to wear in the gym. This is for safety issues and to prevent injuries during physical activity.

Recess During Cold Weather Months

We recognize the importance of daily outdoor play. Children will be outdoors for recess unless it is raining or temperature and wind result in a 20°F wind-chill factor. During cold weather, please make sure your child wears a warm coat, hat, gloves and boots for comfort and safety. Label each garment with your child's name.

Cafeteria

Hot meals are available for all elementary students for \$2.40. All charged lunches are \$2.40.

5 Meals - \$12.00 10 Meals - \$24.00 15 Meals - \$36.00

Additional entrees may be purchased for \$1.90. Students who bring lunches may buy milk for \$0.60. Money should come in an envelope with the child's name on it and the intentions for the money. Please note teachers are not able to accept a lunch payment for a sibling in another classroom. Menus are sent home with students each month. Applications for free and reduced lunch are available in the office. For health and safety reasons, children are discouraged from bringing pop or glass containers. Fast food lunches are also discouraged. Students are expected to exhibit good manners and self-discipline while in the cafeteria.

Lunch recess	11:00 am - 11:30 am
Lunch is served	11:40 am - 12:10 pm

Note: Students that carry a negative lunch balance will not be permitted to order "extras" until there is sufficient funds in their account.

Student Records

The Family Rights and Privacy Act provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the necessary arrangements.

Reporting Pupil Progress

Student progress can be monitored on a regular basis via Progress Book, our on-line grading system. It is strongly encouraged that you stay on top of your child's progress.

Parent Teacher Conferences are scheduled after the first nine weeks. This gives the parent an opportunity to exchange information with the teacher about the child's progress, learn about the school and the curriculum, and to discuss the child's strengths and weaknesses in various areas.

Mid-term notification will be sent home near the midpoint of each nine weeks grading period. It is very important you check your child's progress via Progress Book, and sign and return the notification. If you do not have access to the internet, a hard copy will be provided upon request. You will also be notified at times of major improvement and for recognition of unusual contributions.

Grading Scale

A+ 100	B+ 89 - 91	C+ 80 - 82	D+ 71 - 73	F 0-64
A 95 - 99	B 86 - 88	C 77 - 79	D 68 - 70	
A- 92 - 94	B- 83 - 85	C- 74 - 76	D- 65 - 67	

Visitors

State law requires all visitors to first report to the office. The front entrance will be the designated entrance for parents and visitors. All entrances are locked during the school day. This is for the protection of the children.

Parent Volunteers

Parents are always encouraged to volunteer. This can be in the classroom, at special events and/or as a chaperone on a field trip. When acting as a volunteer you are a representative of our school. Please remember that any pictures you take while volunteering, should they include children not your own, may not be used for public display, i.e. Facebook, Instagram, etc. in order to protect the privacy of our students.

Child Custody

Parents have an obligation to inform the school anytime the custody of a child changes. (Senate Bill 140 requires this information.) The school officials will need a copy of the court order pertaining to a child's custody. Unless the legal record states otherwise, the non-custodial parent may request a copy of the child's report card, visit the school to gather information on the child's progress and request a parent-teacher conference.

Child Abuse

School personnel are required by law to report any evidence of child abuse or neglect to Putnam County Job and Family Services. The school is required to and will cooperate 100% with law enforcement officials.

Medication at School

If medication must be taken during school hours, an authorized form (See attached form) completed by the physician and the parent/guardian must be on file in the office prior to administration of medicine. Any changes in the prescription or any additional/new medications require an additional form. Additional forms are available in the school office. All medications must be kept in the school office and stored in their original container. It is recommended that the parent transport the medication to the school office where all medication is administered. It is the responsibility of the parent to notify the school of any medical conditions that may affect a student during the school day. This includes all allergies.

Screening Programs

Students in grades K, 1, 3, and 5 are screened for vision problems at the beginning of the year. Students in kindergarten, first, second, and third grades are given a hearing test. Scoliosis screening is also provided for students in grade 6. In addition to this the speech and language therapist will screen any student at the request of the parent or teacher at any time during the school year. If there are any problems or concerns with the screenings results, parents will be notified.

Fire, Tornado and School Safety Drills

Fire drills are conducted once a month to familiarize students with the procedures to follow in case of an emergency. Tornado drills are conducted according to prescribed plans in preparation for severe storms or tornado warnings. A school lockdown drill will also be conducted at least once a year in compliance with the law.

Field Trips

The purpose of any field trip is to aid students in broadening his/her knowledge through first-hand experience. When a class takes a field trip, teachers will inform parents as to the purpose of the trip, as well as the place, date, time, and the costs if there are any.

Birthday Celebrations – Non-edible treats only

If your child wishes to celebrate his/her birthday in school, he/she may do so by sharing a non-edible treat with his/her classmates. Food/drink items other than a child's packed lunch should not be brought to school with the student nor shared with others. We request that the non-edible treats be kept simple and be available for all students in his/her class. An alternative might be to donate a game or a book to the classroom. The game or book could be inscribed with the child's name and birthdate. The child will be given time to share the item with his/her class. It is also requested that students not hand out party invitations to individual classmates at school unless all the girls/boys or entire class is invited.

Gum

We do not recommend that gum be brought to school or be chewed on the bus or at school due to the carelessness of disposal of gum.

Computer Technology/Personal Devices

Fort Jennings is committed to the effective use of technology to enhance the quality of student learning. Students are to make appropriate and ethical use of the computers, accompanying software, and other electronic equipment, as well as networking. Disciplinary action will be taken against students if equipment, technology and /or networking are abused in any way or used in an illegal, unethical manner.

All personal devices are required to be registered with the Technology Coordinator. An Acceptable Use Policy (AUP) must also be signed and on file for any student using a personal device. AUP's can be found on the school website at <http://www.neola.com/jennings-oh/search/forms/fm7540.03F1.pdf>

Lost and Found

Lost and found is located in the hallway as you enter the elementary wing of the school. If your child loses an item, have him/her check there. Labeling all items belonging to the child can eliminate lost items.

Money

If you give your child money for book bill payments, lunch, book orders, etc. please put it in an envelope and write on the envelope your child's name and the purpose for which the money is sent. Please do not combine book bill money and lunch money in the same check. They must be separate checks. Book bills will be sent home in September.

Personal Property

MP3 players, portable radios, CD players, DVD players, video games, cameras, toys, etc. should not be brought to school unless permission has been granted by his/her teacher. The school is not responsible for lost, stolen or broken items.

Bicycles

Bicycles are to be parked in the bike racks near the elementary wing.

Backpacks

Backpacks with wheels are not acceptable. They do not fit into the elementary student cubby.

2017 - 2018 School Calendar

August 10	School Supply Drive 7:00 pm - 8:00 pm
August 17	Staff Work Day
August 17	Kindergarten Orientation 6:00 pm - 7:00 pm
August 17	Elementary School Open House 7:00 pm - 8:00 pm
August 22	First Day for Students
September 4	Labor Day - No School
October 25 - 26	Parent Teacher Conferences
October 26 - 27	No School for Students
November 23 - 24	Thanksgiving Break - No School
Dec 21 - Jan 1	Christmas Break - No School
January 2	Classes Resume
January 15	Dr. Martin Luther King Jr. Day - No School
February 19	Presidents' Day - No School
March 29 - 30	Easter Break - No School
April 2	Easter Break - No School
May 18	Graduation
May 22	Last Day for Students
May 23	Last Day for Staff

Make-up Days (if needed)

February 19

March 29

May 23, 24, 25, 29, 30 ...

Elementary Staff Roster

Superintendent	Mr. Nick Langhals
Principal	Mr. Matthew Dubé
Secretary	Mrs. Marianne Von Sossan
Guidance Counselor	Mr. Mike Leach
K	Mrs. Rose Stechschulte
1A	Mrs. Jeri Kaverman
1B	Mrs. Sharon Sealts
2A	Mrs. Sarah Jostpille
2B	Mrs. Stacey Vaske
3A	Mrs. Lauren Osting
3B	Mrs. Melanie Warnecke
4	Mr. Tony Saine
5A	Ms. Melissa Sukup
5B	Ms. Tiffany Culp
6A	Mrs. Becky Uphaus
6B	Mrs. Mandy Lambert
Intervention	Mrs. Shelly Knippen
Title 1	Mrs. Kelly Smith
Music	Mr. Dan Basinger
Art	Mrs. Joy Noriega
P.E./Library/Computers	Mrs. Diane Vorst
P.E.	Mr. Todd Hoehn
Maintenance	Mr. Rodney Ricker
Maintenance	Mr. Jerry Siefker
Custodian	Mrs. Lindsay Neidert
Bus Driver	Mrs. Jane Metzger #1
Bus Driver	Mrs. Melissa Rau #3
Bus Driver	Mrs. Melissa Wurst #4
Bus Driver	Mrs. Norma Maag #5
Cafeteria	Mrs. Cheryl Schnipke
Cafeteria	Mrs. Kay Kennedy
Cafeteria	Mrs. Beth Clay

School Board of Education

President	Mr. Karl Schimmoeller
Vice President	Mr. Cliff Wieging
Member	Mr. Tim Fitzpatrick
Member	Mrs. Eva Von Sossan
Member	Mrs. Molly Hoersten

Request for Administration of Medication at School

To be completed by parent

I hereby request that _____ receive medication during the
School day as recommended below by our physician.

Child's Name

Parent's Signature

Date

Address

Phone

To be completed by Physician

Please outline the physical condition(s) which require medication during the hours the child named above attends school.

Specify the medication and dosage prescribed:

Provide instructions for administration of medication:

Physician's Signature

Phone

Date