

# Fort Jennings Elementary



## Student/Parent Handbook 2009-2010

Welcome Students and Parents,

Welcome to Fort Jennings Elementary and to the 2009-2010 school year. It is our pleasure to work with you during this school year and hope you and your child have a rewarding educational experience this year. As we all know, the elementary years of your child's school life are extremely important. The success, that your child experiences, hinges upon the cooperation between your child, his/her teacher, you as a parent, and me. We at Fort Jennings Elementary encourage parents to become actively involved in their child's education and to be a vital part of our school family.

Please review this handbook with your child and discuss with him/her the policies and procedures that regulate school activities. Keep the handbook throughout the year, as it is a source for answers to many questions.

At anytime during the year, if you have questions or concerns, please feel free to call the school at 286-2762. We sincerely hope that in working together we can provide the positive educational environment your child needs in becoming a well-rounded individual.

Kathy Verhoff, Principal  
Fort Jennings Elementary

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### Jennings Local Schools Handbook Review

Children enrolled at Fort Jennings Elementary

1 \_\_\_\_\_ Grade \_\_\_\_\_

2 \_\_\_\_\_ Grade \_\_\_\_\_

3 \_\_\_\_\_ Grade \_\_\_\_\_

4 \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent Signature \_\_\_\_\_

### Mission of the District

The mission of the Jennings Local School District is to provide an appropriate educational program and learning environment that will effectively meet the educational needs of its students and help them accomplish educational goals that are significant, durable, and transferable.

### Arrival

7:55 a.m. - The building will be open and supervision will be provided.

8:25 a.m. - Teachers are on duty.

8:30 a.m. – Teachers are in the classrooms

8:40 a.m. - Classes begin for students K-6.

Students arriving after 8:45 a.m. must first report to the office. Students reporting between 8:45 a.m. and 10:10 a.m. will be considered tardy. Those arriving between 10:10 a.m. and lunch will be marked for a ½ day absence. Students leaving before 1:35 p.m. 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.

In the event of a 1 hour delay, school will start at 9:00 a.m. and dismiss at 3:00 p.m.

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 4:00 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 (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

Ohio law requires a student between the ages of six and eighteen to attend school. Under the Senate Bill 181, failure by a parent or guardian to make sure their child is attending school can result in a contempt of court charge. The bill expands the definition of delinquent child, and permits joint filings against both the child and parent/guardian if the child is found to be a habitual (absent without excuse five or more days in a row, seven or more days a month, or twelve or more days in a school year) or chronic (seven days in a row, ten or more days in a month, or fifteen or more days in a year) truant. If a student has an attendance problem the following steps will be taken:

#### Excused Absences

- 1) When ten or more days of excused absences have been accumulated by a student in a school year, a letter will be sent to the parents or guardian notifying them of the number of absences.
- 2) If the student continues to be absent, the county attendance officer will be notified.

#### Unexcused Absences

- 1) The parents or guardian of any student that accumulates three days of unexcused absence will receive a letter of concern about attendance. A copy of the letter will also be sent to the county Attendance Officer, which may result in a home visit or phone call from the County Attendance Officer.
- 2) Any student having four days in a row of unexcused absences will result in a warning letter from the County Attendance Officer.
- 3) The parent or guardian of any student that accumulates five days of unexcused absence will receive a warning letter and a home visit or phone call from the County Attendance Officer. NOTE: One warning letter will be sent per student per year.
- 4) Any student having five days in a row or seven days of unexcused absence will result in the County Attendance Officer filing a complaint with the Juvenile Court.

It is necessary for students to be in attendance at school at least one-half of a day to be eligible to attend and participate in school-sponsored extra-curricular activities that day.

Parents who wish to take students out of school must receive approval at least one week in advance and a note must be on file in the office. Any absence taken without prior approval will be considered unexcused.

### 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 swings 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. Pupils are to remain in assigned seats.
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.

### 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

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.

### 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-degree 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 \$2.00. All charged lunches are \$2.00.

5 Meals	\$10.00
10 Meals	\$20.00
15 Meals	\$30.00

Additional entrees may be purchased for \$1.50. Students who bring lunches may buy milk for \$0.45. 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. The lunch and recess schedule will be as follows:

11:00 – 11:45	K-3
11:15 – 12:00	4-6

### 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
A 95 - 99	B 86 - 88	C 77 - 79	D 68 - 70
A- 92 - 94	B- 83 - 85	C- 74 - 76	D- 65 - 67
			F 0 - 64

S	Satisfactory
I	Improving
N	Needs Improvement
U	Unsatisfactory

### 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 lock-down drill will also be conducted at least once a year in compliance with the law.

### 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.

### 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

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. If you choose to do this, 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 birth date. The child will be given time to share the item with his/her class. It is requested that students do not hand out party invitations to individual classmates at school unless the 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

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.

### Lost and Found

A lost and found box is located in the school office. 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

Cell phones, pagers, MP3 players, I-Pods, I-Touch, portable radios, CD players, DVD players, Game Boys, 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.

### 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.

### 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 other entrances are locked during the school day. This is for the protection of the children.

## **School Calendar 2009-2010**

August 24	Staff Work Day
August 25	First Day for Students
September 7	Labor Day - No School
October 6	State Reading Test, Grade 3
November 4/5	Parent/Teacher Conferences
November 6	-No School for students
November 26	Thanksgiving Vacation
November 27	-No school
December 21	Christmas Vacation
Thru	-No school
January 1	
January 4	Classes Resume
January 18	Martin Luther King Day - No school
February 15	President's Day - No school
April 1-5	Spring/Easter Break -No school
April 19 - 30	State Achievement Testing (Grades 3-6)
May 21	Graduation
May 27	Last Day for Students
May 28	Last Day for Staff

### Make Up Days (if needed)

Monday, February 15  
Thursday, April 1  
Monday, April 5  
Friday, May 28 on

## **Elementary Staff Roster**

Superintendent	Mr. Frank Sukup
Principal	Mrs. Kathy Verhoff
Secretary	Mrs. Marianne Von Sossan
Kindergarten	Mrs. Amy Jo Schumaker
1A	Mrs. Jeri Kaverman
1B	Mrs. Lisa Looser
2	Mrs. Gaya Warnecke
3A	Mrs. Anne Hemker
3B	Mrs. Sarah Jostpille
4A	Mrs. Shellie Wurst
4B	Mrs. Sharon Sealts
5A	Mrs. Lynn Phillips
5B	Mrs. Carolyn Horstman
6A	Mrs. Rose Stechschulte
6B	Mrs. Melissa Fortman
LD	Mrs. Doris Nichols
Art	Mrs. Joy Noriega
Phys Ed	Mr. Todd Hoehn
Librarian	Mrs. Diane Vorst
Music	Mrs. Rose Mary Warnecke
Cafeteria	Mrs. Cheryl Schnipke
Cafeteria	Mrs. Karan Maenle
Cafeteria	Mrs. Kay Kennedy
Maintenance	Mr. Tom Brokamp
Maintenance	Mr. Rodney Ricker
Custodian	Mrs. Melissa Rau
Bus Driver	Mrs. Jane Metzger #1
Bus Driver	Mrs. Linda Gasser #2
Bus Driver	Mrs. Alice Stechschulte #4
Bus Driver	Mrs. Norma Maag #5

### ***School Board of Education***

Mr. Michael Gerdeman, President  
Mr. Don Good, Vice President  
Mr. Dennis Metzger  
Mr. Brian Ricker  
Mr. Karl Schimmoeller

Medical Information

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

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**Request for Administration of Medication at School**

**To Be Completed By Parent**

I hereby request that \_\_\_\_\_ receive medication during the  
Child's Name

school day as recommended below by our physician.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

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**To Be Completed By Physician**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify medication and dosage

\_\_\_\_\_  
\_\_\_\_\_

Provide instructions for administering

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date