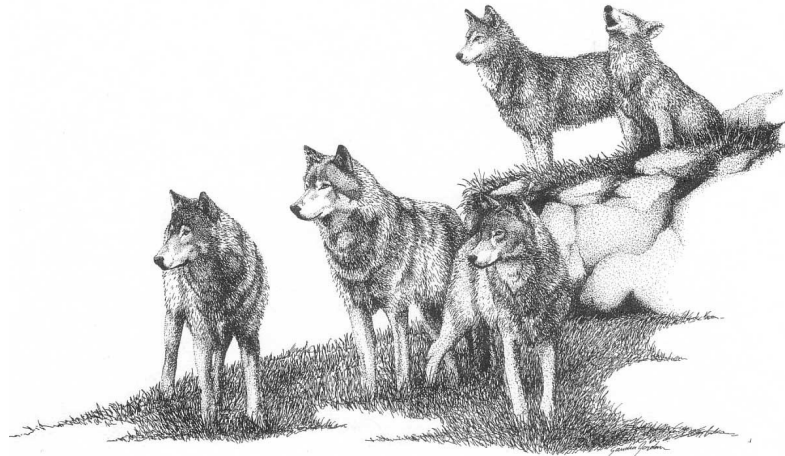


PORTAGE PATH COMMUNITY LEARNING CENTER

2019-20 Parent-Student Handbook



Portage Path Mission Statement

The Mission of Portage Path CLC is to empower students to become inquiring, compassionate, lifelong learners who demonstrate respect for all and take action to create a more peaceful world.

School Hours:

7:50 a.m.: Entrance for Breakfast

8:15a.m.: Entrance for School Day

8:25 a.m.: Morning Announcements

8:30 a.m.: Tardy Bell

2:30 p.m.: Dismissal

MESSAGE FROM THE PRINCIPAL

Dear Parent/Guardian,

Welcome to Portage Path CLC! We are excited about the new school year and we look forward to working with you and your child.

We value the importance of clear communications with parents/guardians of our students. This handbook contains information about our District and School Policies. Please keep it throughout the school year so you can refer to it as the need arises. There may be times during the year when a policy is changed or added. That information will be sent home with students as it occurs.

Please take a few minutes to read over the Student Handbook, including general information, rules and regulations. Please note that parents are required to inform the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

The teachers, staff and I look forward to working with you to provide a successful school year for your child. If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

Mrs. Kimberly Summers

Portage Path CLC Principal

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S HOMEROOM TEACHER.

STUDENT HANDBOOK AWARENESS STATEMENT

We have received the Student Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. Parents are required to inform

the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

Date:

Student Name:

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ACADEMICS

TECHNOLOGY USAGE POLICY

Akron Public Schools believes technology is vital for 21st Century learning. It is our goal to provide your child with the opportunity to access various types of technology within the course of the school day.

In consideration for the privileges of using the Akron Public Schools technology and telecommunication resources, and in consideration for having access to the information contained on computer networks, parents and students must sign an internet/network consent form. The form states that parent and students release the Akron Public Schools, its computer networks, and their operators and administration from any and all claims of any nature arising from the use, or inability to use, the Akron Public Schools network technology and telecommunication resources.

The terms and conditions of the agreement and usage are outlined on the form that must be signed and kept on file in the school office.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. The principal and/or assistant principal reserve the right to prohibit students from attending field trips because of disruptive behavior.

The APS parent permission slips must be signed in advance. Siblings are not permitted to attend field trips with chaperones.

HOMEWORK

Homework provides an opportunity for parents to become partners in their student's learning process. Homework is assigned to provide students with extra time to practice skills learned in class. This helps them to be prepared for the next day's work. The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments may vary from child to child within each classroom.

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- Homework is used to reinforce and extend the work of the classroom. In addition, it helps the student develop self-discipline that will be of value throughout life. Failure to complete assigned homework may result in the lowering of a grade.
- Parents can help by providing a suitable place to study and taking a positive attitude toward homework.
- Please check to be sure that your child has completed all his/her assignments and that written work is neatly done.
- You can help your child practice spelling words, select topics for themes and locate materials such as books, pamphlets, and magazine articles for research work. Please do not do the work for your child.
- Failure to show parents/teacher written note from either party may result in consequences for student.

CHILD FIND

Child Find is the process of identifying, locating, and evaluating children with disabilities who may be in need of special education and related services. Both State and local educational agencies are given the responsibility by federal and state laws to conduct child find activities so that children who need special services have the opportunity to receive those services.

For ages 3 through 21 – Identification of one or more of the following conditions: autism, developmental disability, deaf-blindness, hearing impairment, including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including blindness.

If a need is identified, the child can begin receiving the appropriate special education and related services. In addition, though a child may not be eligible for special education or related services under IDEA he or she may qualify for Section 504 services, accommodations, and/or modifications if he or she has a physical, or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited. Free assessments are available to families to determine whether or not a disability exists. Please contact your principal for further information.

INTERVENTION ASSISTANCE TEAM (IAT)

The IAT is made up of school staff whose purpose is to support students who are having academic and/or behavioral difficulties which may prevent them from fully benefiting and accessing their education. These are students who may be performing below, or even above, expectations. By supporting these students, the IAT may be able to help the student remain and succeed in the general education program. By looking closely at what students need, the IAT may reduce unnecessary referral to special education. The IAT is responsible for monitoring the progress of students and intervention programs. While the IAT is a general education initiative, the IAT may make referrals to special education and other programs if it is in the best interest of the child.

GRADING SCALE

A	93-100	4.0
A-	90-92	3.8
B+	87-89	3.2
B	83-86	3.0
B-	80-82	2.8
C+	77-79	2.2
C	73-76	2.0
C-	70-72	1.8
D+	67-69	1.2
D	63-66	1.0
D-	60-62	0.8

F 0-59 0.0
P=Work meets a standard of excellence
S=Work meets acceptable standard
N=Work needs improvement
H=Work does not meet acceptable standard

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REPORT CARD AND INTERIM REPORTS

Report cards go home every nine weeks (4 times a year)

- Portage Path has three Interim Pickup Nights where parents/students can meet with their teachers at the midpoint of the grading periods.
- Interims are an intervention strategy where parents, teachers and students can meet to discuss the child's progress.
- Strategies can be planned for success prior to the final grade on the report card.
- Interims may be mailed or stapled in the child's planner for parents who are unable to attend the conferences.

ADMISSION/ENROLLMENT/WITHDRAWAL

ADMISSION

We welcome new students in the Akron Public Schools family at any time of the year!

Parents of new students should contact the school office to schedule an appointment to complete registration.

The Ohio Administrative Code (OAC) states that children are to attend public school in the district in which their parents or legal guardians reside. Children must be five (5) years of age on or before September 30 to register for Kindergarten in the Akron Public Schools.

Students transferring from another school will normally be placed in the grade level recommended by the previous school. We will request that official records be sent to us in order to meet each child's needs as quickly as possible.

New students at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, two proofs of residency, custody and I.E.P. information, if applicable.

Nothing in this policy is intended to supersede state laws. In areas of conflict between this policy and state law, state law shall control all aspects.

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ACCELERATION AND EARLY ENTRANCE TO KINDERGARTEN

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Akron Public Schools Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

Required by Section 3324.10 of the Revised Code, enacted in HB 66, the *Academic Acceleration Policy* describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school.

Parents may submit a written appeal of results.

Request for Acceleration Review forms are available on the Gifted and Talented Education web page:

<http://old.akronschools.com/departments/ci/teaching-and-learning/gifted-talented/forms/file-downloads/RequestforAccelerationReview.pdf>

or by calling Megan Mannion, Coordinator of Gifted Programs, at 330-761-3045.

IDENTIFICATION OF GIFTED STUDENTS

Akron Public Schools believes in challenging our gifted students. We screen and identify gifted students in grades K-12 (3324.03 O.R.C.). Research related to young gifted children documents the need for early identification to help prevent underachievement. Students can be identified in four areas: superior cognitive, specific academic (reading/writing, mathematics, social studies, and science), creative thinking and the visual and performing arts (art, music, dance and drama).

All students in grades 2 and 4 will take the CoGat-7 and MAP assessments in the fall to identify cognitive, academic and creatively gifted students. The visual and performing arts identification will take place by audition in the fall or spring for all grade levels. All testing and audition results must be sent to parents within 30 days. Parents may submit a written appeal of the identification results.

Anyone may recommend a student for testing. Referral forms are available on the Gifted and Talented Education web page (<http://www.akron.k12.oh.us/dept/047>) or by calling 330-761-3045.

Gifted Services for identified students will begin during their third grade year in reading and math.

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SECTION 504

If you have any questions concerning your child's eligibility under Section 504, or wish to challenge the actions of your child's Section 504 team in regards to your child's eligibility, accommodations or provision of a Free and Appropriate Public Education (FAPE), please contact Mr. John Biltz, Section 504/Civil Rights Compliance Officer, at 330-761-3151.

OPEN ENROLLMENT

Akron Public Schools support parent choice whenever possible. Board Policies regarding inter-district (between districts) and intra-district (within the district) are Board Policies 5113 and 5113.01. The complete policy is available on our web page, www.akronschools.com, or through the Open Enrollment office, 330-761-2811.

WITHDRAWAL OF STUDENTS

You must provide the address of the new school and your forwarding address if you are withdrawing your child. Records will be mailed to the receiving school when the receiving school forwards a request for the records. Students will not be withdrawn from our school before the request of records is sent from the new school. Please contact the Central Registration Office at 330.761.2810 for information.

ATTENDANCE

EXPECTATIONS FOR ATTENDANCE

School attendance is important and integral to student achievement and growth. No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned education location once he or she has come under the supervision of a school employee, prior to dismissal times, without official permission.

GENERAL ATTENDANCE INFORMATION

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the scheduled time. Students must be in the classroom, seated, at that time or may be marked tardy. Please make every attempt to arrive at school no later than 8:15 each day.

TRUANCY

Unexcused absence from school (truancy) is not acceptable and detrimental to student achievement and growth. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year. Students who accumulate 30 consecutive hours, 42 hours in a month, and or 72 hours in a

school year of unexcused absence will be considered habitually truant, be addressed at the school through the Attendance Intervention Team to find the root cause of unexcused absences and develop interventions the student, guardian and school can work on to end absences from school. Failure to improve attendance may lead to a referral to Juvenile Court.

If a student is habitually truant or chronically truant and the parent fails to cause the student's attendance, a complaint may be filed with the Judge of the Summit County Juvenile Court in compliance with State law and Board Policy 5200.

EARLY DISMISSAL OF STUDENTS

No student may leave school prior to dismissal without the parent or guardian coming to the School Office to request the release. No student will be released to a person other than the custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian or through telephone communication with the custodial parent(s) or guardian. Anyone picking a child up early from school should expect to show a photo identification to the office before the child is released. Please refrain from requesting your child be dismissed early. Unless a note has been received by the office, a child will be dismissed as he/she normally goes home.

GENERAL ATTENDANCE INFORMATION

The Elementary School Day

8:30 a.m. – 2:30 p.m.: School day hours.

7:30-4:00: Office Hours

7:50-8:15 a.m.: Breakfast entrance time, Students eating breakfast may enter at 7:50, all others should arrive at 8:15.

8:15 a.m.: Students go to homeroom and prepare for the day

8:25 a.m.: Morning Announcements

11:00 a.m.: Lunch Periods Begin

2:30 p.m.: Dismissal Time

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance if parent/guardian calls the school before

9:30 a.m. to notify the office of the absence:

- Personal illness or injury (a medical verification note may be required by the school principal)
- Family illness (an emergency situation requiring the student to be absent from school)
- Quarantine of the home (by local health officials)
- Death of a relative (limited to three days, unless reasonable cause can be shown for a longer absence)
- Observance of a religious holiday (consistent with student's established creed or belief)

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Ohio law requires that students returning to school after all absences bring a written note from their parent or guardian stating the date(s) of absence(s), reason for absence, parent signature, parent phone number.

OAC (Ohio Administrative Code) 3321.19 makes it mandatory for a school district to examine all truancy cases, notify parents of the penalties if a child is truant and file a complaint with the appropriate court if the child does not cease being truant. Students may be required to repeat a grade when unexcused absences exceed 10% of the school year.

LATE PICK-UP

The school day ends at 2:30 p.m. ALL STUDENTS ARE EXPECTED TO BE PICKED UP AT DISMISSAL TIME WHICH IS 2:30. After school care is provided at various sites. Cost for after care varies among the providers. Please contact the school office for a list of After School Care Providers. Children Services may be contacted in cases where a guardian demonstrates a pattern of late pick-up of their child.

Please note: The office staff are completing their work day and cannot be responsible for supervising students who are waiting for rides. This is a safety and security issue for both the children and the staff.

*****The end of the school day is an extremely busy time in the school office. Unfortunately, we are unable to take calls and deliver messages to your children about who to ride home with or where to go. Therefore it is important to send a note or let your child know your expectations. Your cooperation is greatly appreciated! *****

SUSPENSION DAYS

When school is closed due to inclement weather, all activities are cancelled. Suspension Days will be forwarded and must be served when school reopens.

PORTAGE PATH ARRIVAL AND DISMISSAL POLICIES AND PROCEDURES

Arrival:

Breakfast begins at 7:50 a.m. and students may enter the back cafeteria door of the building at that time. **Students cannot arrive at school earlier than 7:50 a.m.** Dropping your child off before 7:50 a.m. is a **safety risk**. There are no staff members available to supervise students for breakfast until 7:50 a.m.

If your child is not eating breakfast, you can drop him/her off **no earlier than 8:00am** to enter the main front door. Teachers will be on duty to supervise from 8:00-8:15.

Dismissal:

Dismissal is a busy time because we must make sure that every student exits the building and makes it home safely. To help with this transition, please try to schedule appointments (doctor, dental, etc.) before 2:00 p.m. or after 3:00 p.m. If you arrive at the building after 2:00 to sign your child out, it will be extremely difficult for you to arrive to an appointment on time. When picking up a student for an appointment near dismissal time, please be mindful of where you choose to park.

If you are in staff parking when dismissal begins, you will not be able to get out until 2:45 p.m. (or when the car pick-up line is finished).

At 2:29 p.m., students who ride daycare vans will be dismissed to the library where they will line up to be walked to their vans. The vans will pull into the parking lot to pick up students so we must make sure the main entrance area is clear for students to be escorted. Thank you for your help with this.

All other students will be dismissed at 2:30. Students who walk be dismissed out of the back playground door. All other students will be dismissed out of the main front door of the building.

If your child is not picked up by 2:45 p.m., he/she will be taken to the school office and you will need to come into the office and sign him/her out of the building.

CODE OF CONDUCT/DISCIPLINE/SAFETY

CODE OF CONDUCT

The Code of Conduct and Discipline Procedures for Akron Public Schools students is described in the Akron Public Schools Student Code of Conduct. Copies of the Code of Conduct are included in the Board's opening school packet mailed to homes, posted in all school buildings and offices, reviewed with students twice a year, and are available on the web site, www.akronschools.com. You may request a copy from any school office.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of the law, the District's Code of Student Behavior, or violation of a school rule. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles when transporting students.

Anything that is found In the course of a search may be used as evidence of a violation of the law, the District's Code of Student Behavior, or a violation of school rule, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

HAZING AND BULLYING

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board prohibits acts of bullying, harassment or intimidation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying, harassment or intimidation is expected of administrators, faculty, staff and volunteers to provide examples for student behavior.

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“Bullying, harassment or intimidation” means any intentional written, graphic, verbal or physical act that a student has exhibited toward another student more than once.

If a student believes that they are a victim of conduct prohibited under this policy, regardless of whether it fits a particular definition, s/he should report it to the building principal or assistant principal and allow the administration to investigate and determine the appropriate course of action.

All complaints of behavior that may violate this policy shall be promptly investigated by the principal or assistant principal. If the investigation finds the instance of the behavior prohibited by this policy has been substantiated, it will result in prompt and appropriate remedial and/or disciplinary action, pursuant to the Student Code of Conduct. This may include (but is not limited to) mediation (if appropriate), counseling session(s) with the District’s bullying specialist or counselor, participation in an anti-bullying program or suspension up to and including expulsion. Perpetrators may also be referred to law enforcement officials.

The complete policy and procedures for reporting suspected bullying incidents are available on the district web site, are mailed home at the beginning of the school year and are also available in every school office.

BUS RULES

It is our privilege and pleasure to furnish eligible students with the safest transportation possible as they travel between home and school and on school-related trips.

In order to protect all students riding Akron Public Schools buses, safety precautions are a must. Your help is needed because safety is everyone's responsibility.

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

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All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal. To that end, the following conduct rules are called to your attention:

(OAC is Ohio Administrative Code)

1. Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait. (OAC 3301-83-08)
2. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop. (OAC 3301-83-08)
3. Student behavior at bus stops must not threaten life, limb or property of any individual. (OAC 3301-83-08)
4. Students must go directly to an available or assigned seat.

(OAC 3301-83-08)

5. Students must remain seated, keep aisles and exits clear.

(OAC 3301-83-08)

6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (OAC 3301-83-08)
7. Students must be courteous and respectful to fellow students and to the bus driver. (Code of Student Behavior)
8. Students must not engage in loud talking or laughing, excessive horseplay or fighting. (Board Policy 8630)
9. Unnecessary confusion diverts the driver's attention and could result in a serious accident. (Board Policy 8630)
10. Students must not use profane or abusive language. (OAC 3301-83-08 and Code of Student Behavior)
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (OAC 3301-83-08)
12. Students must not use tobacco or related products on the bus. (OAC 3301-83-08)

13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication (e.g. asthma inhalers) required for student. (OAC 3301-83-08)
14. Students must not throw or pass objects on, from or into the bus. (OAC 3301-83-08)
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (OAC 3301-83-08)

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16. Students must treat bus equipment with respect. Vandalism will not be tolerated. Keep the bus clean and sanitary. (OAC 3301-83-08; Student Code of Behavior; Board Policy 8630)
17. Students must not extend any part of their bodies out of the bus windows. (OAC 3301-83-08)
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk. (OAC 3301-83-08)
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

ART AND SCIENCE SAFETY

Parents and students must sign the Safety Release Form in order for students to participate in science and art lessons.

SAFETY DRILLS

Each school is required to conduct safety drills during the school year. Fire drills, tornado drills and lockdown drills will be conducted according to state and Akron Public Schools direction.

During a safety drill, all visitors must follow the directions of the staff. Parents and visitors will not be admitted to the school building during the drills.

CAFETERIA RULES

Akron Public Schools offers free breakfast and lunch to all elementary school students. The menu is available on the district web page, Child Nutrition. Lunch menus will be provided at the start of the school year.

Breakfast & Lunch Rules:

- “Mind your manners!”
- Enter & leave quietly
- Use inside voices

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- Clean up after yourself
- Follow directions from the lunchroom supervisors

Parents are not permitted to eat lunch in the cafeteria with students. (Refer to page 24-25 of this handbook for more information)

DRESS CODE

The Akron Board of Education adopted a uniform policy for all students in Kindergarten through Eighth Grade beginning August 2013.

TOPS/SHIRTS:

- Polo style collared shirts, button style shirt or blouse, or turtleneck
- Shirts may be any color, but must be solid- no print, no logos, no patterns

SWEATERS/VESTS/HOODED APPAREL:

- May be worn over a collared shirt or turtleneck
- Sweaters/vests/hooded apparel must be solid color, no print, no logos, no patterns
- Hoods must remain down while the student is inside the building

BOTTOMS/PANTS:

- Uniform style/classic fit, corduroy or knee length shorts

- Knee length skirts, capris, skorts, or jumpers
- Uniform-style, classic-fit, corduroy, or cargo pants in solid color navy blue, khaki or black
- Jeans, sweat suits or logos are not permitted

SHOES

- Students are encouraged to wear plain shoes or athletic shoes, open toe sandals and flip-flops are not permitted.

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BELTS

- If the slacks or pants have belt loops, students are encouraged to wear a belt. No chain belts or belts with writing are permitted.

HAIR

- Hair styles and color should not be distracting to classroom instruction

CONSEQUENCES FOR UNIFORM VIOLATIONS:

- First infraction -Warning letter sent home with child
- Second infraction - Parent contacted
- Third infraction and beyond - detention

PLAYGROUND

During the recess period the children will be supervised by certified teachers and APS hired personnel. These supervisors are on duty for the protection of all children. Students are made aware of all the rules for the playground by their classroom teachers beginning the first day of school and frequently throughout the school year. We will keep students indoors during inclement weather but, when the weather permits; we will expect all children to go outdoors. Consequently, children should be dressed appropriately.

Rules have been formulated to ensure that the students can play safely and happily each day at recess. The students who fail to follow these rules will be denied the privilege to play for a period of time as determined by the supervisor and/or the principal.

PLAYGROUND RULES

- Follow directions & report problems to supervisors on duty
- Cooperate, share & use all equipment safely and properly
- Students should not chase, play tag, fight or use rough play
- Line up quickly and enter quietly

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- Parents must first sign-out their child in the office before taking them from the playground area
- If bringing a child to school during recess time, they must be signed-in at the office before going to the playground

PLAYGROUND SAFETY AND ACCEPTABLE TEMPERATURE

- Equipment is checked on a monthly basis by the Maintenance Department. Unsafe equipment will be closed or removed.
- Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20° Fahrenheit or above (wind chill is considered) and playground conditions permit safe play.
- If your child needs to stay inside during recess, a note from the doctor indicating the reason and length of time to stay in for recess is required.
 - *As a general rule, if your child is well enough to be in school, he/she is well enough to participate in all activities. This includes going outside. Certain circumstances may require a child's activities to be limited. These may include injury, chronic illness or recuperation following surgery. A note is required from the parent each day up to three (3) days that the child should stay indoors. **Beyond 3 days, a note from the child's PHYSICIAN will be required.***

DETENTION POLICY

Parents will receive a Conduct Report if their child/children have received a detention or have not behaved properly.

- In school study (ISS) may be assigned due to behavior infractions. ISS is served in a classroom other than the student's homeroom.

HEALTH/MEDICAL

EMERGENCY MEDICAL FORMS

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations. This form will be mailed to your home before the school year begins or given to your child the first day of school. It is very important that you fill it out completely, noting any health conditions, medical concerns, or current medications and return it the next day. All information on this form will be used to guide our intervention in the case of an

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illness, injury or emergency at school. Parents are responsible for notifying the school, in writing, of any changes to the information on the Emergency Medical Authorization Form.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. When soap and water are not available, disposable hand wipes or gel sanitizers may be used in place of hand washing on most occasions.

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school. Health records are checked each year, and the school will send you a reminder of the required immunizations your child still needs.

- Students will be excluded from school if the immunization schedule is not completed within fourteen calendar days after the student's first day of school. Written statements of objection to immunizations due to parent or guardian's philosophical or religious reasons are required. Medical exemption for immunization must be signed by the child's physician.
- Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations.

- It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours.
- Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. All medications must be kept locked in a cabinet and administered by school personnel.
- A physician's medication procedure request form must be completed, signed and on file in the office before any medication can be given by the clinic staff. Children are NOT permitted to transport any medication to schools. All medications must be brought to school by a parent or guardian. This is critical to the health and safety of all children.
- If the physician says it is medically necessary for the student to carry medication with him/her, the proper form must be signed to authorize the student keeping that in his/her possession.

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- Students are not permitted to carry or to self administer non-prescription medication (this includes cough drops, eye drops, or any over the counter medication).
- Medication forms for non prescription and prescription medication are available in the school office and expire at the end of each school year.
- Occasionally it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or, if the student is under a physician's care, when the physician authorizes the child to return to school.

ILLNESS AT SCHOOL

It is important that students are not sent to school if they experience a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. Please keep a child home until he/she is symptom-free for 24 hours without benefit of any medication.

IMMUNIZATION POLICY

Unless otherwise exempt, Ohio law requires all students enrolled in public, charter or private schools to be properly immunized. The student immunization record must be on file at the student's assigned school. The full dose must be received at the proper intervals. Enrollment is not denied due to improper immunization; however, students who are not properly immunized will be excluded from their assigned school fourteen calendar days from the start of the school year unless their immunizations are "in progress." The list of current required

immunizations is printed each year in the Back to School packet mailed to each home. It is also available in the school office or the Office of Student Services at 330-761-2741.

LICE POLICY

Please notify the school health aide if you have treated your child for head lice. If your child has lice, you will be given information from the school health aide regarding treatment and procedures for coming back to school. Students who have had head lice will be checked when returning to school and 7-10 days later.

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MEDICAL CONCERNS – ALLERGIES

It is imperative that all school personnel know of any type of allergy your child has, such as bee stings or foods. This information should be provided to the school health aide on the student emergency card form.

Food Service must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

GENERAL EXPECTATIONS

EMERGENCY SCHOOL CLOSING AND DELAYS

In the event of inclement weather, school delays and closings will be communicated to each household using the District's automated phone system. (ALL CALL)

In addition, they will be posted online at www.akronschools.com.

- Delay and closing information will also be reported to local television stations and radio stations.

- There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parent will be contacted using the District's automated phone system.
- During the summer, each family will be mailed information about the school year, including your Emergency Medical Authorization Form. Please fill it out and return it to the school on the first student day. Be sure to update phone numbers throughout the year as it becomes necessary.

FOOD SERVICE

Student breakfast and lunch is served at no cost in our elementary schools. Students bringing lunch from home may purchase milk. The daily menu, which is subject to change, is available on our website – <http://www.akronschools.com/departments/business-affairs/child-nutrition>.

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LOST AND FOUND

There is a container outside the Cafeteria where lost items are placed. Periodically throughout the year, items are placed on a table in the hall for students/parents to check.

MULTI-CULTURAL AWARENESS

The Akron Public School District is committed to an increasing awareness of and sensitivity to cultural diversity in our school community.

OFFICE HOURS

The school office is open from 7:30 a.m. to 4:00 p.m. on all school days. The office will be closed during the school year on any day students are not in school.

PARENT TEACHER ASSOCIATION (PTA)

The PTA at each elementary school provides valuable support services to many aspects of the school's operation. For more information, please contact the PTA president in your building or see the website: (<http://www.akronschools.com/schools>) .

- You are cordially invited to become an active member of our PTA
- Programs are planned to present and explore those areas that support the academic focus of the school

- Please take time to read the PTA newsletter that contains information concerning school policies, activities, programs, lunch menus, calendars of events, PTA meetings, etc.
- Our PTA works in partnership with us to provide educational materials and activities for our children
- All parents, guardians, grandparents, and interested community members are invited to join the Portage Path PTA

CLASSROOM BIRTHDAY/HOLIDAY CELEBRATIONS

Many children enjoy celebrating their birthdays at school. Small, inexpensive, packaged treats are permitted. A parent might send a book, a CD/DVD, or a contribution toward some item to be placed in the LRC for the pupils to use in the name of the birthday child. Donations may also be made to the child's classroom. Children will be honored on their birthdays by starting the day with a special "Happy Birthday" wish over the P.A. and will also receive a birthday pencil from the school office.

Parents can drop off classroom treats in the office to be delivered to the classroom for the student.

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Birthday party invitations are not to be distributed at school. Also, students are unable to have gifts, flowers, or balloons delivered to their classrooms.

Our school has chosen Christmas and Valentine's Day for our school wide celebrations, the parties will not begin until after 1:00 PM. If you prefer your child not participate, please contact the school office. Students may bring in Valentine's Cards to distribute as per individual teacher directions.

Only 4 parents are permitted in classrooms during parties – this is established by the head room parent for each party.



COMPLAINT PROCEDURES

It is the desire of the District to rectify any misunderstandings between the public and the District by direct discussions in an informal, timely manner among the interested parties. The District's procedure for resolving any oral or written misunderstandings or complaints from parents and/or stakeholders concerned with the appropriate delivery of services to children is simple and straightforward. All complainants should first contact the child's teacher, if applicable, to attempt to resolve any issues. If not resolved, the appropriate procedure is to contact the Assistant Principal (if

applicable), then the Building Principal. In most cases, problems can be quickly resolved at the building level. If not resolved at the building, contact the Executive Director. (*General Provisions Regulations, at 34 CFR Sections 299.10-299.12*)

RELEASE OF STUDENT PHOTO/MEDIA INTERVIEW

Parent/guardian must sign a media consent form if they wish to grant permission for their child's name, writing, photograph, video, art or quote without limit, reservation or remuneration by the media and/or Akron Public Schools. The release form is included each year in the back to school packet.

- APS and Portage Path CLC have new websites that will hopefully be used frequently for parents to get information about our school and the great opportunities and accomplishments of our students.
- We will be posting student photos on the website without listing student names.

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- In instances of a specific award or recognition, we would ask for your permission in writing before we would post your child's name.
- The website is a wonderful tool for students to be recognized. We hope that you will agree!

RELEASE OF STUDENT RECORDS

Student records shall be maintained in accordance with Board of Education Policy 8330 and state/federal laws and regulations.

SCHOOL VISITATION

We welcome visitors to our school. You must enter through the **front door and sign the visitor register in the office**. As required by Ohio Law, all visitors to a public school must report to the office upon entering the building to obtain a visitors pass. All visitors must sign in and state the purpose of their visit to the office staff. Visitors must wear their pass while in the building and sign out prior to leaving.

In an effort to eliminate classroom disruptions, all visitors must make arrangements with the classroom teacher prior to coming in to the school to visit (a minimum of 24 hours notice). The teacher must then fill out a Visitor Notification sheet and turn that in to the office prior to your arrival. If the office does not have one of these sheets on file for your visit, you will not be permitted to visit the classroom. This procedure is in effect for all

visitors between 7:30 a.m. – 4:30 p.m. If you come in during non-teaching time we will call into the room to see if the teacher has the opportunity to speak with you or establish a conference.

Regularly scheduled volunteers need only contact the teacher once and will be put on that day's expected volunteer list in the office.

Please understand that this is not to deter individuals from coming in to the building to visit or volunteer. It is imperative that we know who to expect each day and how many visitors are in the building.

In addition, we have three lunch periods at Portage Path to ensure that students receive a nutritious lunch and have a recess period where they can socialize with friends and have an opportunity to enjoy playground equipment and sports. For the sake of time and the safety and security of all students; parents are not permitted to eat lunch in the cafeteria with students.

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WALKING STUDENTS TO CLASS

Parents may walk all students to class on the first day of school only (August 29, 2019). Only parents of Kindergarten students may walk their child to class on their first day of school (September 3, 2019). No students may be walked to class by their parents after the first day of school. All students should be picked up outside of the building. Please do not walk into the building to pick up for dismissal, wait for your student to exit the building.

Take the time during the first week of school to show your child how to get there and show him/her where you will be waiting after school at dismissal.

TELEPHONE – OFFICE PHONES

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone.

CELL PHONE AND VALUABLE PROPERTY

In order to avoid disruption of the educational environment and protect APS students' rights of privacy, student possession of personal cellular telephones and camera phones, satellite or electronic communication devices of any kind, laser pointers and attachments, paging devices, beepers,

and personal digital assistants (“Prohibited Devices”) are prohibited in school facilities during school hours, at school-sponsored events, and on school transportation provided by the District, except with regards to the limited permitted exceptions expressly set forth below in this policy. Student possession of personal radios, headsets, portable compact disc players, portable DVD players, hand-held computer games, and iPods (“Absolutely Prohibited Devices”) are absolutely prohibited in school facilities during school hours, at school-sponsored events, on school transportation provided by the District, except with regards to the limited permitted exceptions for school-sponsored events expressly set forth below in this policy (APS Board Policy 5136).

The school will NOT accept responsibility for the loss of personal property.

TEXT/LIBRARY BOOKS/MUSIC INSTRUMENTS

Textbooks are to be treated with care to ensure that they can be used as long as possible. Parents will be assessed replacement costs for damaged or lost books. Report cards will be held in the office until all fines or replacement costs are paid.

SPECIAL NOTICES

DISTRICT INFORMATION SOURCES

The district’s web address is: www.akronschools.com. Access to each school’s web page, District departments, child nutrition menus and meeting information is available through this web page.

FEDERAL/STATE/LOCAL COMPLIANCE

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

- Akron Public Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records.
- Inquiries regarding unlawful discrimination may be directed to the building principal.

SAFE SCHOOL HELP LINE

An anonymous, helpful way to keep your school safe:
1-800-4-1-VOICE (1-800-418-6423), extension 359.