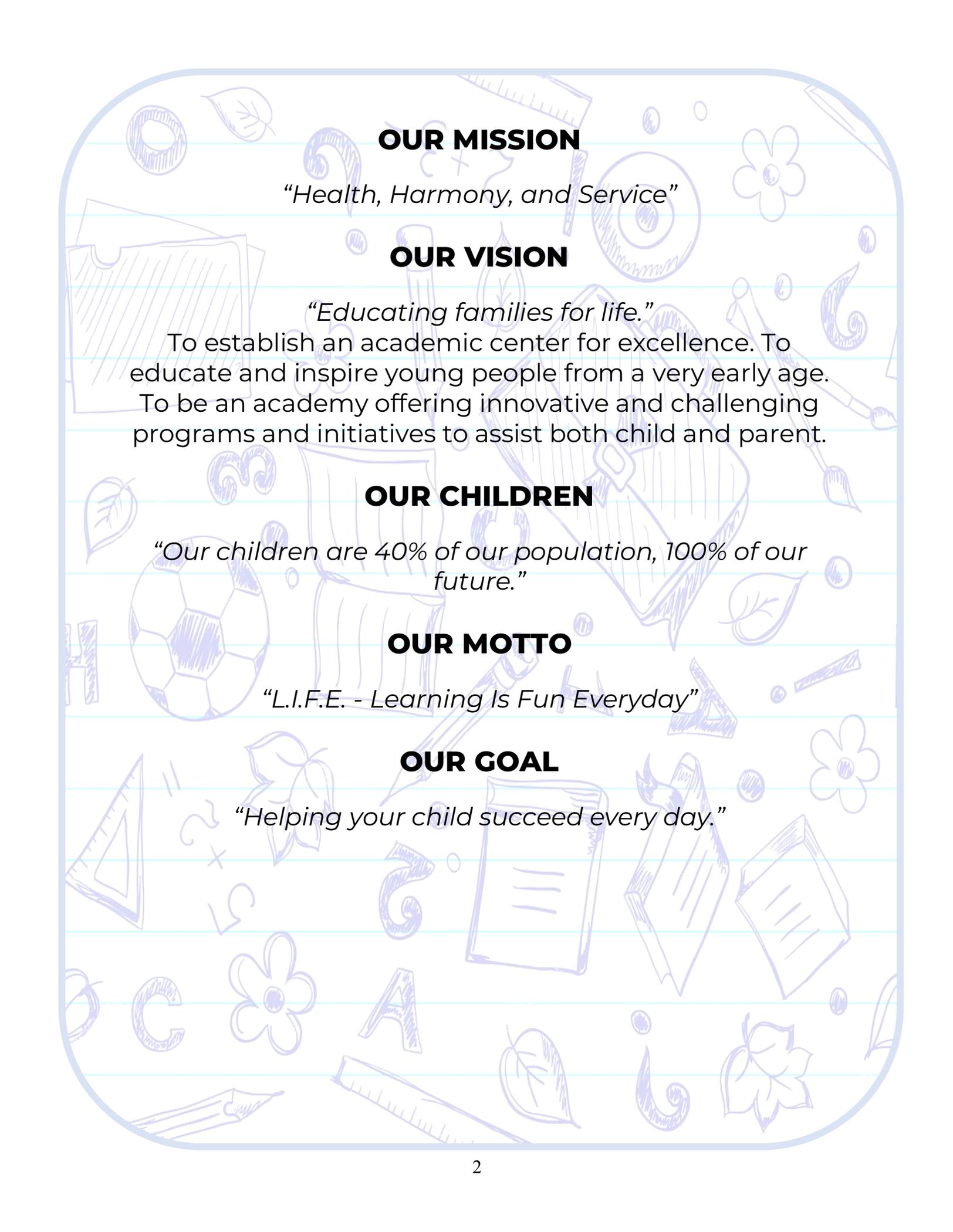




# Student Handbook 2018-2019

# *TABLE OF CONTENTS*

Our Philosophies .....	2
Letter from the Principal.....	3
School Contact and Schedule .....	4
Curriculum/Testing/Books .....	5
Enrollment .....	6
Kindergarten Enrollment .....	6
Acceptance Procedures .....	7
Withdrawals .....	7
Attendance Policy .....	7
School Absences .....	8
Excessive Absences.....	8
Tardy Policy .....	9
Dismissal .....	10-11
Illnesses .....	11-14
Communicable Disease .....	11
Illness at Home .....	11
Illness at School .....	12
Allergies .....	12
Administering Medication .....	13
Student Dress Code .....	13-15
Discipline Policy .....	15-17
Playground Rules .....	18
Bus Rules .....	18-19
Homework Policy .....	19
Emergency Plans/Procedures .....	20
Misc. Information .....	20-21
Visitations .....	20
Volunteers .....	21
Sweets Policy .....	21



## **OUR MISSION**

*“Health, Harmony, and Service”*

## **OUR VISION**

*“Educating families for life.”*

To establish an academic center for excellence. To educate and inspire young people from a very early age. To be an academy offering innovative and challenging programs and initiatives to assist both child and parent.

## **OUR CHILDREN**

*“Our children are 40% of our population, 100% of our future.”*

## **OUR MOTTO**

*“L.I.F.E. - Learning Is Fun Everyday”*

## **OUR GOAL**

*“Helping your child succeed every day.”*

Dear Parents/Guardians:

WELCOME to the Par Excellence Academy for the 2018-2019 school year. Our devoted staff and board are committed to providing each child with a wonderful, educational, emotional, and values-based learning experience this school year. With much eagerness and excitement, we welcome the many opportunities and are ready to face the challenges before us as an educational family and community. Our skilled and caring staff is eager to join with you in partnership of the education of your child.

Our goal is to provide many opportunities for both child and parent(s) and provide lifetime learning skills, which will equip each child and parent for living a more positive and productive life. We also aim at all cost to promote a positive learning environment, and a safe and healthy place to learn.

This handbook is written to provide Parents/Guardians and Students with general information which will aid in achieving the above goals—which will ensure a successful learning experience for all concerned. Parents/Guardians are strongly encouraged to review the contents of this handbook and expectations with your child, as a family.

Your cooperation and support is genuinely appreciated because YOU make all the difference. Let's work together to have a wonderful productive school year!

Most Sincerely,

*Gisele James*

Gisele James  
Par Excellence Academy  
School Principal

## SCHOOL TELEPHONE NUMBERS

\*KEEP IN HAND\*

Par Excellence Academy.....740-344-7279

Attendance Number.....740-344-7279

- answering machine is on 24/7 (**students must be called off by the custodial parent/guardian by 7:45 a.m.**)

Fax Number.....740-344-7272

*Health Aide*.....740-344-5811

Check out our school website [www.parexcellenceacademy.org](http://www.parexcellenceacademy.org) for all the fun and exciting events this year!

*All staff and board emails can be found on our website.*

## DAILY SCHEDULE

7:15-7:45.....Busses arrive during this time.

7:30.....School building opens

(Walkers/Drop-Offs should ***not arrive before 7:30 AM***).

- *Students walking or being dropped off must enter at the back of the school building. The custodial parent/guardian or adult bringing student must stay with him/her until the doors open at 7:30 a.m. by a PARX staff member.*

8:00.....***School begins***

8:10 – 9:40.....Success for All (SFA) Reading classes

9:40 – 11:30.....Instruction and Learning

11:30 -1:00.....Lunch and Recess

1:00-2:55.....Instruction and Learning

3:00.....***Dismissal***

## **PAR EXCELLENCE ACADEMY CURRICULUM**

Beginning in Kindergarten thru Grade 6, students receive formal teaching and instruction in the following learning areas and disciplines:

Phonics, Reading, Spelling, Mathematics, Writing, Social Studies, Science, Geography, Art, Character Education, Health and Nutrition, Character Development, Personal Responsibility and Achievement.

Our knowledgeable teachers and staff have access to a vast wealth of unlimited resources, supplementary teaching materials, and other related school disciplines/ tools and partnerships to offer our students the best education possible. Parents, we ask and encourage you to check your child's backpack each day and help with any homework and/or special assignments.

Please make sure to return any special forms/papers that are sent home with a student that require a signature or approval from the parent/guardian.

## **OHIO DEPARTMENT OF EDUCATION STANDARDIZED TEST**

The 3 -6 grade AIR test, KRA test for Kindergarten and diagnostic testing for grades K-2 are administered during the school year. The results of these tests will help plan objectives for each child. These results will also be used to evaluate the growth of each student. Test results will be provided to parents.

## **BOOKS**

All hardback and paperback books used by the students will remain the property of the school unless parents are asked to pay a book fee. Students are held accountable for the condition of the books and they must be replaced at the parent's expense if they are damaged, destroyed or lost by the child. Students may use book covers to protect their books.

Students will have an opportunity each month to borrow a book from the Bookmobile. These books are to stay at Par Excellence Academy and cannot be taken home.

# **ENROLLMENT**

## **School Admission Requirements**

The Ohio Revised Code mandates that all students in grades kindergarten through twelve provide written documentation of the following which meet minimum requirements to attend school:

- Proof of residency
- Birth certificate
- Immunization Record
- Proof of custody (if applicable)

Immunization Record (basic requirements in accordance with Ohio law appear below).

Diphtheria, Pertussis, Tetanus

(*DPT*) Vaccine Grades K-12: Five (5) doses

Polio Vaccine (oral or injected): Four (4) doses

Measles, Mumps & Rubella (*MMR*): Two (2) doses

Hepatitis B (Homophiles Influenza): Three (3) doses

Varicella (chicken pox) Kindergarten – Two (2) doses

Varicella (chicken pox) 1 – 5 – One (1) dose

Parental guardians may complete an Immunization Exempt Form if they chose to not vaccinate their child.

## **Kindergarten Enrollment**

To be eligible to attend kindergarten, a child must be five (5) years of age on or before September 30. The Par Excellence Academy kindergarten is an all-day program offered from 8:00 to 3:00. Generally, children remain with the same teacher in the same room the entire day. In addition to formal teaching/learning and instruction in curriculum, recreation, rest periods, and wholesome snacks are also provided.

All children are encouraged in character development, conduct, and behavioral disciplines. Parents are encouraged to keep the academy and teacher well-informed of changing conditions in the home which may affect child's overall development and progress. We encourage parents to talk with their child/children about their day at school and to help their child with any assignments directed by the teacher.

## **ADMISSION GUIDELINES**

Written application must be made in the school office on available admission forms which has been approved by the School Board.

## **ACCEPTANCE PROCEDURE**

1. Enrollment paperwork and required documentation is returned in full to the school.
2. Seat is reserved for student.
3. Back-to-School forms and information are mailed out to all incoming students which are due by the first day of school.

*Students are accepted regardless of race, creed, color, or religious preference. Student with emotional, physical, behavioral, and educational disabilities/handicaps may be asked to withdraw because of the school's inability to provide more specialized need.*

## **WITHDRAWALS**

Sometimes it may become necessary for a parent/guardian to withdraw the child/children for various reasons. The school will not interfere with parent's choices, but a conference with the Administrator and the classroom teacher is requested.

A withdraw form must be completed by the custodial parent/guardian. These forms are located in the school office.

***For students who have withdrawn from Par Excellence Academy, approval to re-enroll will be at the discretion of the administrator.***

## **ATTENDANCE POLICY**

### **Daily Attendance**

Daily attendance is crucial to the overall academic success of each student. According to Ohio law, children must attend school unless there are valid and crucial reasons for being absent. "Missing the school bus," "overslept," "running late," are just examples of reasons that are **not** considered valid or crucial for being tardy or absent and will be counted as "unexcused."

Parents are encouraged to make every effort to see that their child attends school on a regular basis. The Missing Child Act mandates that when a student is absent, a parent/guardian **MUST CALL** the school office as early as possible. Students are also required upon returning to school, to bring a written note or doctor's excuse which verifies the absence.

To report your child absent, **call 740-344-7279 by 7:45 a.m.** The answering machine is on 24 hours a day in order for parent/guardian to call their child off. If not called, the school will call the parent/guardian. **A student is also required to bring a written excuse upon his/her return when absent for school for any reason.**

***Regular and punctual attendance is essential for successful completion of class and school work. If a student is habitually tardy or absent, it will seriously affect the student's work and progression.***

## **ABSENCE FROM SCHOOL**

1. **Parents/Guardians are required by law to call the school office to notify the school the child will not be attending school that day and the reason why.** Upon the return of the students, parents/guardians are asked to send a note to the child's teacher explaining the absence.
2. **Only the custodial parent/guardian is permitted to report a student absent from school. Although many step-parents and grandparents are in our children's lives daily, the custodial parent/guardian must be the contact to the school.**
3. When a child returns to school following an absence for three (3) or more days, due to illness, the parent/guardian may be required to send a doctor's excuse stating that child may return to school.
4. The following are examples of excused absences:
  - a. Illness of a student with a doctor's note
  - b. Bereavement of a close relation
  - c. Dental, medical or optometric appointment with a doctor's note
  - d. Legal reason, i.e., court appearance
5. Parents/guardians are encouraged to arrange vacations to school schedules when possible. Absences not covered above will not be excused.
6. Students are expected to make up missed work during any absence based upon the teacher's decision.
7. Extended absences may require a tutor. Parents/guardians are asked to obtain a doctor's estimate of the length of time the child will be absence from school.

## **EXCESSIVE ABSENCES**

**\*\*\*POLICY UNDER CONSTRUCTION\*\*\***

### **HOUSE BILL 410**

**Ohio Department of Education has released House Bill 410 which defines new requirements for excessive absenteeism.**

**Time missed from school will now be counted at an hourly rate instead of daily.**

**More information to follow as we establish policy actions**

**Excessive absences are defined as follows:**

1. Absent 38 or more hours *with or without* a legitimate excuse in a month
2. Absent 65 or more hours *with or without* a legitimate excuse in a school year

## **Doctor Appointments**

Parent/guardians are asked to schedule all doctor appointments after school when possible. If you must take your child out of class for an appointment, a note must be received in the school office by the morning of the appointment, preferably a day before the scheduled appointment. A child will be released only to the person designated, in writing, by parent or guardian.

## **Family Vacation Absence**

A student may be excused, with a **parent/guardian's written request**, two weeks prior to the date of absence and a review of the student's attendance history. A **maximum of five (5) school days during** one (1) school year for vacation purposes will be permitted. Excessive absences from school could jeopardize a student's progress and promotion to the next grade level. Students are encouraged to maintain excellent attendance. Students must make up any work missed. **Note: Vacation days will not be approved during test weeks**. No students shall be excused the last five days of each semester. The school principal/administrator will make the final decision to excuse or not excuse a vacation leave of any student with a record of excessive unexcused absences. Vacations also count towards House Bill 410 absences.

## **TARDY POLICY**

Any student arriving at school following the bell ringing (8:00), is considered tardy. Students must be in their classroom when the 8:00 bell rings. Any student who is on school property but is not in his or her classroom other authorized area following the bell, will be considered tardy to school.

Being on time is a life skill important to each student's future. The parents have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction of all students on time. Prompt arrival at school is expected of *all* students. Any child who arrives at school after 8:00 a.m. is considered tardy.

**Excessive tardiness, whether excused or unexcused, will result in an intervention of parent and student with school administration as per House Bill 410.**

**Excused tardy:** A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, doctor's appointment or other excused determined by the administrator or designee as acceptable. Documentation is required to excuse a tardy.

**Unexcused tardy:** Incidents including over sleeping, errands, road construction or similar excuses determined by the administrator or designee as unacceptable. Documentation will not obligate the principal or designee to excuse an unexcused tardy.

## **Tardiness/Excused and Unexcused Absences**

Except for buses which arrive late, all students are expected to **be on time** and should arrive **before 8:00**. Tardiness to school beyond one and a half (1-1/2) hours is counted as a half day unexcused absence unless the student brings a note signed by a doctor or parent/guardian indicating one of these reasons for an excused absence:

1. Personal illness—a physician's statement may be required by the principal before excusing

- a student for the absence.
2. Doctor or dental appointment
  3. Death in the family - limited to three (3) days unless legitimate cause can be shown for extended absence.
  4. Vacation - 5 Days excused when approved by Administrator.

A student who is tardy or absent for any reason must report to the office to receive a “Late Slip” before going to class. All excused and unexcused tardies and absences are recorded and become part of the student’s permanent record and are reported also on student progress reports.

A tardy becomes a half day absence 1.5 (9:30 a.m.) hours past the school start time. Early dismissal at the end of the school day in excess of 1.5 (1:30 p.m.) hours will be considered one half day of absence.

Any child picked up 5, 10, or 15 minutes before 3:00 will be entered and recorded as an unexcused early dismissal. Doctor’s appointments and **prior** excused leaves are an exception. Your understanding, cooperation, patience, and attention to this matter is appreciated.

## **DISMISSAL**

**Student Dismissal time is at 3:00! No one is permitted to enter the school building, classroom or entrance hallways at the closing of school.** Parents must park their vehicles and walk to the door in order to receive their child. It is impossible for teachers to see what direction a child is going, or with whom a child goes if the children are released out to vehicles unattended. Our commitment to your child and to you is to do whatever is necessary to ensure that your child and each child is safe and protected. Your assistance in this area is crucial! The safety of each child is at stake!

Students who are dismissed before 3:00 are to be signed out by the custodial parent/guardian. No student will be dismissed by anyone without the custodial parent/guardian authorization. The custodial parent/guardian must send a written note (signed and dated) if someone other than themselves will be picking up the student. **All early dismissals require a note from the custodial parent/guardian. A note from a grandparent, uncle, aunt – or other family member, a step-parent or a boy/girlfriend cannot be accepted.**

### **Emergencies**

If an emergency arises and you must pick up your student before dismissal, the parent/guardian must sign out the student. No student will be dismissed unless the parent/guardian has called the office to explain there has been an emergency and that someone other than themselves will be picking up the student. The absence will be recorded on the student’s record.

- ❖ Kindergarten students who are pick-ups and walkers will dismiss from the north side doors.
- ❖ Grades 1-6 pick-ups and walkers are dismissed at the back parking lot doors.
- ❖ K-6 bus riders are dismissed from the classrooms and out front to the buses.

Students will be dismissed by Par Excellence Academy staff. No student will leave school without permission from the **custodial parent/guardian** or the school office. **Anyone who is picking up a student must be prepared to show a picture identification when asked.**

**\*\*\*Any and all transportation changes are to be in writing and sent with your child to school. If necessary in an emergency, please call the school office before 12:00 p.m. Please do not call daily to change transportation for your child. This is for the safety of your child. This can cause confusion for your child, teacher and office.**

**NO TRANSPORTATION CHANGES WILL BE ACCEPTED AFTER 12:00**

**No one is permitted drop off/pick up a child in front of the school between the hours of 7:00 – 8:00 a.m. and 2:00 – 3:00 p.m. This is strictly for buses. NO EXCEPTIONS.**

## **SCHOOL HEALTH ISSUES**

### **Communicable Disease**

Please call the school nurse, 740-344-5811, or office and give notification if a child is at home with a communicable disease. The child will be readmitted to school when the doctor deems that the disease is no longer contagious and sends a “Return to School” Slip with the child.

Some communicable diseases are:

Measles (3-day or 10-day Rubella)	Mumps	Chicken Pox
Scarlet Fever		Pink Eye
Scabies	Impetigo	Whooping Cough
		Ringworm

If a child develops a rash at school, the parent/guardian may be notified and possibly be advised to see a physician before returning the child to school.

### **Illness at Home**

If the child’s temperature is 99 degrees or above, we ask that the parent/guardians keep the child home.

### **Guidelines to keep your child home are as follows:**

1. Temperature of 99 degrees or greater. Student should remain home until they are **without** fever for 24 hours (without aid of medication).
2. A skin rash of unknown origin. This could be a communicable disease. Your child should be evaluated by a physician before returning to school.
3. Vomiting and diarrhea. Your child should remain home until they are without these for a full 24 hours (without aid of medication).
4. Communicable Diseases - please call the school nurse and give notification if your child is home with a communicable disease. The nurse will give guidelines at that time for returning to school.
5. Head Lice

## **Illness at School**

If the child becomes ill during school hours, the parent/guardian or designated person will be notified. Persons notified will be according to information provided on the Emergency Medical Form in the child's records. Parents are encouraged to keep the telephone numbers current on this form. It is requested that the parent/guardian please pick the child up from school as quickly as possible when these circumstances arise.

**If your child is still ill the next day, a parent/guardian must call the student off from school before 7:45 a.m.**

## **Head Lice**

Head lice are a very common problem among school-age. Head lice are spread through close, personal contact with another infested individual, often at sleepovers. Occasionally, lice may be spread by sharing combs, brushes, and other grooming aides. Sharing hats, caps, wigs, or coats or through a mixture of these items at the homes of friends at school, church, or other public places.

A misconception is that only persons who are unclean become infested with head lice. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

When a student is sent to the clinic for head lice check, these procedures are followed:

1. If live lice are discovered, the child will be sent home immediately.
2. If nits are seen but no live lice are found, the student may remain in school until the end of the day.

The parent/guardian will be contacted and instructions provided. Students may return to school after head lice provided a parent accompany the student to the clinic or office. Students are excused for lice for **three days**. More than three days results in unexcused absences.

## **Bee Stings and Other Allergies**

Parents should inform the nurse and office of any acute reactions a student is known to have experienced either from bee stings or reactions to certain foods. This information will be kept on record and forwarded to the student's teacher and other appropriate school personnel. Parents should provide the school with the bee sting medication and a doctor's note on procedures for administering prescribed medication.

## **Food allergies**

**PARX must have a doctor's note on file if a child has any food allergies.**

## **First Aid/Emergency Medical Treatment**

Part of the enrollment procedure for parents to enter their child/children is the completion of the Emergency Medical Treatment Form. This form details the name of preferred physician, hospital and treatment to be administered. The parent is responsible for notifying the school of any changes in this information that occur during the school year.

## **Administering Medication to Students**

Parents/Guardians are encouraged to arrange administering of medication at home whenever possible. When this is not possible, this procedure must be followed:

Only under the guidelines outlined below will medication be administered to students.

1. Written authorization must be indicated by parent/guardian on the Administration of Medication Form. Medications are administered by the school nurse or principal.
2. Prescription medication must be signed by the prescribing physician. It must have the prescription label, including the student's name, the name of the medication, dosage, and the time of administration.
3. The medication shall be in its original container, given personally by parents/guardians to the principal, school nurse, or health aide.
4. It is the parents/guardian's responsibility to pick up any unused medications within a week. Unused medication will be disposed of after fifteen (15) days and after attempts to return unused medication to the parent have failed.
6. Over-the-counter (OTC) medications require a doctor's written approval. Students cannot bring in medication

## **BREAKFAST/LUNCH**

All breakfast and lunches are free for Par Excellence Academy. Meals are provided by Newark City Schools.

**In order to keep this program, all families are to complete a form online, whether or not you know you will qualify for free or reduce.**

## **STUDENT DRESS CODE**

Upon enrolling students to Par Excellence Academy, parents are made aware that we are a uniform school. Maintaining a pleasant environment for learning, good grooming and good health habits are essential to the successful achievement of each student. Parents/guardians are primarily responsible for the manner in which a student dresses to attend school. All Par Excellence Academy uniforms need to be clean and free of holes. Students are to be in complete uniform at all times. We realize that due to some economic situations, purchasing uniforms can be a hardship but we believe that the below dress code is simple and cost effective. **Students are to be in complete uniform the first day of the 2018-2019 school year (including polo embroidery and all black shoes).**

Students who violate any of the uniform policies will receive a letter to be signed by the parent/guardian that will alert them to the issue and will then need to be returned to the front office. **If violations continue past 3 notices, the student will be retained for recess.** The school will reach out to families who may need assistance in adjusting certain uniform issues.

Par Excellence Academy requires the following of all students who attend:

- ❖ **Uniform Dress Pants**
  - Navy blue, black, khaki, or cargo pants. (**NO BAGGY, TIGHT FITTING, SKINNY PANTS, LOW RISE, JEANS, OR LEGGINGS**). Pants **MUST BE APPROPRIATELY FITTING**. If the pants are too tight or falling off the child, a parent /guardian **WILL BE CALLED** to bring another pair to school.
- ❖ **Uniform Shorts**
  - Navy blue, black, khaki or cargo shorts. **Shorts are NOT permitted November 1 – March 31. Shorts must be to the knee.**
- ❖ **Jumpers, skirts, skorts**
  - Blue, black, khaki or red/navy plaid. **Skirts must be to the knee. Shorts must be worn under all** skirts and do not need to be uniform shorts if they do not show below skirt.
- ❖ **Uniform Shirts –**
  - **RED OR NAVY BLUE POLO’S ONLY**. When arms are raised, stomachs should **NOT** be seen. Long sleeve polo’s during colder months are permitted with logo/wording (red or navy blue).
  - **(SOLID navy blue, red, black, white, or grey long sleeve shirts may be worn under embroidered polo.)**
  - **Embroidery on shirts** – All Polo’s must have school name. Lynn Wilson will embroider the wording for \$2.00. You may drop of your shirts at the school for her to embroider. Logo/wording must be on shirts even if worn under a jumper.
- ❖ **Socks/Tights**
  - **Socks must be worn at all times**. Tights must have feet. Leggings can only be worn under skirts and must go to the ankle. **PLAIN** white, navy blue, black or red. No tricolor or design on socks, tights or leggings. **Plain color only**. **No** socks above the knees.
- ❖ **Shoes**
  - **ALL BLACK** shoes (**NO COLOR** of any kind anywhere on the shoe including **HEEL, SIDES, BASE OR SHOESTRINGS**). **NO** boots or “booties” at any time. If boots are worn to school, extra shoes must be brought in and changed into. Boots are **NOT** permitted to be worn in the building. **NO** high heels or wedges. Heels must be the same width as the shoe.
  - **NOTE: If your child cannot tie his/her shoes, we strongly encourage purchasing velcro shoes to eliminate shoes coming undone.**
  - **Gym Days** – Tennis shoes may be brought in and changed before gym class.
- ❖ **Hair**
  - No extreme color or styles. A student’s hairstyle should not interfere with their ability to learn. At the discretion of the Administrator, she will decide if the hairstyle needs to be changed for school purposes.
  - **Hair accessories** – Any accessories should be kept to the minimum.
- ❖ **COATS**
  - Are **NOT** permitted to be worn in the classroom unless there are issues with the heating system. **Hoods** and hats are **NOT** to be worn in the school at any time. During the winter months, **PLAIN RED, OR NAVY BLUE** sweaters or hoodies may be worn with or without logo/writing.

- ❖ **Earrings**
  - Only studded earrings, nothing hanging or hoops than can be grabbed or caught.
- ❖ **The following are prohibited in school:**
- ❖ **Pants** – **NO** low rise, **TIGHT FITTING**, **SKINNY PANTS**, jean material, leggings, jeggings or baggy pants.
- ❖ Undergarments should not be showing.
- ❖ **Shoes** - **NO** type of sandals, strapless shoes, high heels (1” or less is appropriate), heels that are narrower than the width of the shoe, wedges, open toe shoes, flip-flops, boots or “booties”.
- ❖ Socks **must** be worn at all times.
- ❖ **NO** heelys or lights on shoes.
- ❖ **NO** face make-up, eye shadow, blush, lipstick, etc.
- ❖ **NO HOLES IN CLOTHING**.
- ❖ **NO** sweatpants or pajamas (unless a class reward day).
- ❖ **NO** fake tattoos showing.
- ❖ **NO** nail polish

**NOTE:** *If a student accumulates too many Uniform Violations, Parents/Guardians will be called to bring the appropriate clothing.*

Notifying our families in advance will allow time to purchase the appropriate uniform for their child to begin the 2018-2019 school year. All students have to be in complete uniform the very first day of school, including patches and all black shoes.

**Lynn Wilson-** wording only \$2.00 740-814-3144  
**M&H Screening** – 1486 Hebron Rd, Heath – 522-1957

## **DISCIPLINE POLICY**

### **Discipline/Disciplinary Actions**

Students at Par Excellence Academy are expected to be well-mannered and to display appropriate behavior in and out of the classroom at all times. To show respect and dignity to self, to teachers, other staff member and students--both in the classroom and in every area of the school building and grounds will be encouraged and expected. We are fortunate to have staff and teachers who are always eager and looking for innovative ways to encourage, reward, and recognize good behavior and good work. Behaviors unacceptable include: Use of inappropriate language, name calling, threats or insults of any kind; theft; damaging of school property; bringing electronic equipment or any toys to school; handling any device that would disrupt the learning environment or cause harm to any persons and/or property; fighting, bullying, or picking on others. Misconduct in these areas will result in appropriate disciplinary action as deemed by the teacher and/or principal.

### **Guidelines**

Our objective is for the students to develop an awareness of the need for authority and how to respect authority. We also want the students to develop a commitment for maintaining an environment conducive for learning at all times.

All students are expected to have respect for authority, one another, and the school property.

All discipline is designed to help the child to become self-disciplined to be motivated in making right decisions at all times.

### **Fighting and Physical Attacks**

Students are expected and encouraged to respect those around them. Learning to work together and to get along lovingly with one another is one of the major disciplines taught and emphasized at Par Excellence Academy. Students should seek assistance of school staff to avoid fighting. Physical attacks on other students will not be tolerated.

### **Physical Attack on a School Employee**

A student shall not, willfully with intent, attempt to cause physical injury or intentionally behave in such a way that could cause injury to a school employee. Aggressive contact toward a school employee may result in suspension or expulsion.

### **Theft**

All students should secure their personal items and shall not be in possession of any articles belonging to the school or others without permission. Students at Par Excellence Academy at each grade level are repeatedly encouraged to be responsible for keeping their belongings where they belong, and to return items when borrowed from another student. Integrity and honesty is always recognized and rewarded both in and outside the classroom.

### **Weapons and Dangerous objects**

A student cannot possess or transmit any object that can reasonably be considered a weapon, which include but are not limited to any type of knife, gun, chain, or club. Even “look-a-like” items and “play” items are not permitted on school property.

### **Child Abuse Reports**

The Laws of the State of Ohio mandate that all suspected cases of child abuse be reported to the appropriate agencies and authorities. Children Protective Services is notified when a child is suspected of child abuse or neglect. Parents/guardians who suspect child abuse or neglect are also obligated to report to the Children Protective Services. Anonymity is maintained for individuals who report child abuse or neglect.

### **Sexual Harassment**

All Par Excellence Academy students are expected to behave in a manner which exhibits respects for others. All students have the right to attend school in an environment free of sexual harassment. Violators will be subjected to appropriate discipline, which could lead to suspension/ expulsion. In all cases,

parents/guardians will be involved.

### **Discipline of Students**

When a student's behavior is unacceptable, the staff member involved will discuss with the student as to why his/her behavior is wrong. Discipline may or may not be necessary. This will be based on the child's behavior record and the infraction that occurred.

If the student's action causes physical harm or emotional harm to another classmate, he/she will be sent to the office for conference with the Administrator. Discipline may well be needed. If the student's action causes harm to property, appropriate restitution will be required by the student or by his/her parent.

If a child continues with inappropriate behavior to disobey when asked to do something by those in authority, he/she may be required to do one or more of the following:

1. Write a paragraph or more on a subject which deals with his/her infraction. This paper must be signed by the parent/guardian and be returned to the teacher the next day.
2. Be removed from the classroom or area to gain control of his/her self before returning to the classroom or group.
3. Parents/guardians will be notified in advance.
4. Serve Reflection during student's recess.

The following are options for those in authority to use to promote harmony and maintain a disciplined learning environment at all times:

1. Take away free time (i.e. recess, specials)
2. Take away special privileges

If acceptable behavior does not come about, a parent-teacher conference will be conducted.

If the child does not respond appropriately and demonstrate desired behavior, based upon recommendation from individual in authority position and evaluation by the Administrator, student may be suspended or expelled. Suspension is an administrative function. The following are examples of unacceptable behavior with grounds for suspension or expulsion:

1. Use of or writing of profanity
2. Walking out of the classroom in rage or anger, due to disrespect and disobedience to those in authority
3. Persistent violation of school rules and showing no intention to conform to school rules
4. Fighting
5. Damaging property as a means of venting frustration and anger
6. Persistent disturbance of classroom instruction/activities that prohibits teacher from following instructional guidelines for the day.
7. Having a weapon in school for any reason.

If a student receives one suspension and returns to school and continues to distribute inappropriate behavior, he/she may be expelled from school for the remainder of the school year.

## **SAFETY RULES FOR PLAYGROUND**

### **General Rules**

- There is to be no fighting, throwing objects, “play-fighting,” or name-calling on the playground.
- Bicycles, golf balls, baseballs, hard baseball bats and footballs are prohibited on the playground during school hours.
- Students should not carry others on their backs.
- Keep away from puddles or standing water.
- Do not climb on chain link fence.

## **BUS RULES AND SCHOOL TRANSPORTATION**

Driving a school bus is a very important and demanding job. The safety of all children may be at risk when riders do not follow bus rules and the directions of the bus driver. All Par Excellence students who ride a school bus should follow these rules and what rules the drivers implement:

Students riding the bus will be picked up and dropped off at a designated place in the morning and afternoon. If a student fails to be outside at the designated place on the morning of pick-up, the bus driver cannot and will not wait. If a child is left because they were not in the designated pick-up area, it becomes the responsibility of the parent/guardian to transport the child to school.

The school bus is considered an extension of school; therefore, students are expected to adhere to rules of good conduct and proper safety. **When discipline problems occur on the bus, the child may be denied the privilege of riding the bus. The bus driver is in authority while the child is on the bus.**

### **Bus Rules**

1. Riders are to be seated while bus is moving
2. Riders are to make room for others.
3. Bus drivers may assign seats
4. Keep hand, arms, feet, etc., inside the window
5. Aisle-ways are to be kept clear
6. Keep noise at a minimum. Quietly talk only to the person seated with you
7. Get on and off bus in an orderly manner. Wait for the bus to stop before getting on and off
8. Cross in front of bus if you must cross street
9. No smoking, eating, or drinking on bus
10. No fighting, using foul language or whistling
11. Don't throw anything
12. Absolute quiet while crossing railroad tracks
13. Open rear door only in an emergency when the bus is stopped

**Major Bus Infractions—ANY VIOLATION IN THIS CATEGORY IS GROUNDS FOR SUSPENSION FROM ALL NEWARK CITY SCHOOL BUSES! -----**

The following is a list of **MAJOR INFRACTIONS**

1. Any threat of violence to another student, a driver, bus aide or any other school personnel.
2. Any use of profanity or gestures toward another student, the driver, bus aide, or any other school personnel
3. Any fighting or any assault on another student, the driver, bus aide, or any other school personnel.
4. Any USE or POSSESSION of drugs, weapons, tobacco or alcohol.
5. Any form of vandalism, arson, or theft.

### **Consequences for Rule Violations**

**1st violation** – verbal warning from the driver

**2nd violation** – verbal warning from the driver and notification to building principal/administrator

**3rd violation** – referral to building principal which may result in a 1 to 3 day bus suspension

**4th violation** – referral to building principal which may result in a 3 to 5 day bus suspension.

**5th violation** – referral to building principal which may result in a 10-day bus privilege suspension with consideration for bus expulsion--Prior notice will be given to the parents, the driver and the bus garage.

**Bus Suspension--Prior notice will be given to the parent, the driver, and the bus garage. Discipline is the same as if the student was in school. Student will lose privileges on the bus if behavior is not corrected.**

### **HOMEWORK AND GRADING SYSTEM**

#### **Progress Reports and Grading**

Progress Reports will be issued at the end of each nine-week periods. The reports will be sent home with your child the week following the end of the report period. Kindergarten progress reports will be sent home twice per year. Parents/Guardians can encourage their child greatly by discussing report cards thoroughly as a family.

<u>Achievement Marks/Efforts</u>	
A	90 -100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 – below
N/A	Not Applicable

#### **Homework Policy**

Homework is an extension of the classroom studies. Homework is given to reinforce that which has been taught in the classroom and to teach the students to accept the responsibility in accomplishing his/her studies. Homework is also assigned to allow students to review lessons which have been taught and to prepare for the next day's lessons.

We encourage Parents/Guardians to become an integral part of the homework process by stressing its importance, and spending time giving support and encouragement to the student in completing the assignments. We encourage Parents/Guardians to communicate frequently with their child's teacher.

## **EMERGENCY PLANS/POLICIES AND PROCEDURES**

### **Fire, Tornado and Other Drills**

Fire, tornado, lock-down, and bus evacuation drills are conducted on a regular basis while school is in session. Procedures for those drills are posted in each classroom. Drills will be conducted during the year to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency.

### **School Closings and Delays**

These announcements will be sent by phone via TEC. The announcement will be aired over radio stations WCLT-T100, 100.3 FM, WNKO 101.7 and WTHH 790 A.M. Columbus television stations, WNBC, WABC, and WCBS will also air any school closings and delays. Please check website for school closings as well.

**NOTE: If Newark City School District is closed it is not an automatic closure for Par-Excellence. Again, you will be notified via phone blast, the above radio stations or TV station, or going to our website, [www.parexcellenceacademy.org](http://www.parexcellenceacademy.org).**

## **MISCELLENOUS INFORMATION**

### **Visitations**

*Anyone wishing to visit our school must give in writing a 24 hour notice including those wishing to have lunch with his/her child.*

Because safety is important to us, all visitors to the academy must check into the school office. **All visitors must first report to the school office upon entering the building.** A visitor badge will be issued and must be worn the duration of the visit. All employees have been instructed to immediately send all visitors to the office who are not wearing badges. A log is maintained in the office of all visitors.

**\*\*\*One preset scheduled appointment to visit the class requested by the teacher is permitted. Repeated visits will require a background check.**

### **Parent Teacher Conferences**

Communication between the home and school is crucial to the overall success of a child. Conferences provide opportunities for listening and sharing concerns which will improve the quality of a child's education and overall well-being. Conferences are designed to enhance parents/guardians and teachers working together as a team. We encourage parents/guardians to attend conferences and become involved in their child/children's education.

Parent/teachers conferences are scheduled twice during the school year. Written notices about these conferences will be sent home by students.

## **Volunteers**

**For the safety of our students and staff anyone wishing to volunteer at our school will have to get a BCI background check. These can be obtained at the Newark Police Department for \$25. When registering for your background check, please have the report sent to Par Excellence Academy, 1350 Granville Rd, Newark. We should receive the report within a week and will contact you when your talents will be needed.**

**No one is permitted to volunteer to chaperone field trips or any in-school (during school hours) activities without a background check. However, if you wish to volunteer by helping set up and break down Book Fair or help other after school events, background checks are not required because those times are scheduled when classes are not in session.**

## **\*\*\*\*Student Birthdays\*\*\*\* Healthy And/Or Non-Food Treats ONLY**

### **SWEETS POLICY**

Due to student allergies, we ask parents who would like to bring in a special treat for their child's class to only provide healthy snacks (i.e., fruit or veggies) or pencils, erasers or fun little trinkets. We promote Health, Harmony and Service at Par Excellence Academy. Please do not bring in cupcakes, donuts, etc.

Teachers continue to instruct during the time that treats are being distributed; therefore, we ask that you send in the healthy treat with your child or bring to the office and a staff member will take to the classroom. Parents cannot stay to help pass out the treats.

\*\*\*If you do not plan to invite all students in the classroom to your child's birthday party, please do not send in any type of party invitations for your child to distribute. Feelings get hurt by other children if they are not invited.

### **Toys, Electronic Devices and Miscellaneous**

No toy or any kind of electronic device of any kind can be brought to school. If a staff member sees a student with one of these, it will be taken away and a parent/guardian must come to the school to get it.

**PAR EXCELLENCE ACADEMY**  
**[www.parexcellenceacademy.org](http://www.parexcellenceacademy.org)**  
**740-344-7279 - Phone Number**  
**740-344-7272 - Fax Number**  
**1350 Granville Rd • Newark, Ohio 43055**  
**Date Revised, August 2018**