



Student Handbook 2021 - 2022

L.I.F.E. – “Learning Is Fun Every day”

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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 Every day”

OUR GOAL

“Helping your child succeed every day.”

Dear Parents/Guardians:

WELCOME to Par Excellence Academy for the 2021-2022 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 the 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 costs to promote a safe and healthy place to learn and a positive learning environment.

This handbook is written to provide Parents/Guardians and Students with general information which will aid in achieving the above goals—that 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 are 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
Superintendent

SCHOOL TELEPHONE NUMBERS

Keep on Hand

Par Excellence Academy.....	740-344-7279
Fax Number.....	740-344-7272
<i>Health Aide</i>	<i>740-344-5811</i>
Attendance Number.....	740-344-7279

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

Check out our Facebook page and school website www.parexcellenceacademy.org for all the fun and exciting events this year!

All staff and board email addresses can be found on our website.

DAILY SCHEDULE

At School

7:30-7:45.....	Busses arrive
7:30.....	School building opens (Walkers/Drop-Offs should <i>not arrive before 7:30 AM</i>). <i>Students walking or being dropped off must enter at the back of the school building. The custodial parent/guardian or adult bringing student <u>must stay with him/her until the doors open at 7:30 a.m. by a Par staff member.</u></i>
8:00.....	<i>School begins</i>
8:10 – 9:25.....	Success for All (SFA) Reading classes
9:25 – 10:40.....	Mathematics classes
10:40 -11:30.....	Science/Social Studies classes
11:30.....	<i>Lunch/Dismissal</i>
12:00-3:00.....	Instruction by classroom teachers

PAR EXCELLENCE ACADEMY CURRICULUM

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

Success For All Reading, PowerTeaching Math, Getting Along Together, Social Emotional Learning, Writing, Social Studies, Science, Geography, Art, Health and Nutrition, and Personal Responsibility

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

Kindergarten:	KRA-R
Grades K-2:	Diagnostic Reading Screener
Grade 5:	Ohio States Test, Science
Grades 3-6:	Ohio States Test, Math and ELA

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 and TECHNOLOGY

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

In order to be administered technology, the child must sign and follow the Acceptable Use Agreement. Access to school technology is conditional upon adherence to the guidelines in the agreement.

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 Success for All program is offered from 8:00 to 11:30. Generally, children remain with the same teacher in the same room the entire day. In addition to formal teaching/learning and instruction in curriculum, brain-breaks and social emotional learning is paramount to our success.

Parents are encouraged to keep the school and teacher well-informed of changing conditions in the home which may affect the 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.

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 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 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 off their child. If not called, the school will call the parent/guardian. **A student is also required to bring a written excuse upon return when absent for school for any reason.**

Regular and punctual attendance is essential for successful completion of 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 stepparents 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 relative
 - 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 absent from school.

Excessive Absences and Truancy

Excessive absences are defined as

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

Truancy is defined as

1. Absent 30 or more consecutive hours without a legitimate excuse;
2. absent 42 or more hours in one school month without a legitimate excuse; or
3. absent 72 or more hours in one school year without a legitimate excuse.

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 (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 oversleeping, 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**. A child is considered tardy if he or she arrives after 8:00. Certain conditions, with documentation, may lead to a tardiness or absence to be excused:

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 in advance.

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.

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. Parents must pick up students by driving to the front door and telling a staff-member who they are picking up. 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 11:30 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 stepparent 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.

- ❖ If you are picking up your child after 2:00 p.m., you must park in the back parking lot and walk to the front of the building.
- ❖ At 2:50 p.m. all 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 11:30 a.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 11:30

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

COVID-19

Students who are unable to comply with CDC guidelines for COVID-19 (see cdc.gov for more information) will be sent home up to three times before becoming at-home learners. Some non-negotiable issues are non-compliance with mask wearing and social distancing. Safety is our number one priority.

All at-school students must take their temperatures in the mornings before coming to school and wear a mask to be admitted into the building.

If you or someone in your house is confirmed to have COVID-19, the Par student must follow quarantine guidelines until clearance from the Licking County Health Department is received. Always be prepared for the possibility of your child to be at home. If someone has been identified to have COVID-19 in your child's classroom, there will be a 14-day quarantine as specified by the

CDC.

Communicable Diseases and Viral Infections

Please call the school nurse, 740-344-5811, or office and give notification if a child is at home with a communicable disease or infection. 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	COVID-19
Scarlet Fever	Pink Eye	Whooping Cough	Influenza
Scabies	Impetigo	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 and Viruses - 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 children. 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. It can also be spread by 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 having head lice provided a parent remain with the child until a proper inspection takes place. Students are excused for lice outbreaks for up to **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. In the event of the child going into anaphylactic shock, we will take all available measures in order to keep your child alive.

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 Heath City Schools.

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

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 2020-2021 school year (including polo embroidery, and all black shoes).

*Masks are required during the 2020-2021 school year due to the COVID-19 pandemic.

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 \$3.00. You may drop off 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 (*White soles, accepted). 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.
- Outdoor Activities– Tennis shoes may be changed before going in the grass.

❖ **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** heels 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 2020-2021 school year. All students have to be in complete uniform the very first day of school, including patches and all black shoes.

Lynn Wilson- EMBROIDERY \$3.00 740-814-3144

DISCIPLINE POLICY

School-Wide Positive Behavior Intervention and Supports

School-wide positive behavior intervention and supports (SW-PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. SW-PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

There are four main elements in SW-PBIS:

1. Customized practices to support student behavior, such as defining and teaching appropriate behavior
2. Systems of support for educators in the school; such as school-wide behavioral expectations, indicators, and coaching
3. Data-based decision making, which is the cornerstone of the behavior problem-solving process
4. And, the combination of these to enable school-wide outcomes, which promote social proficiency and academic success

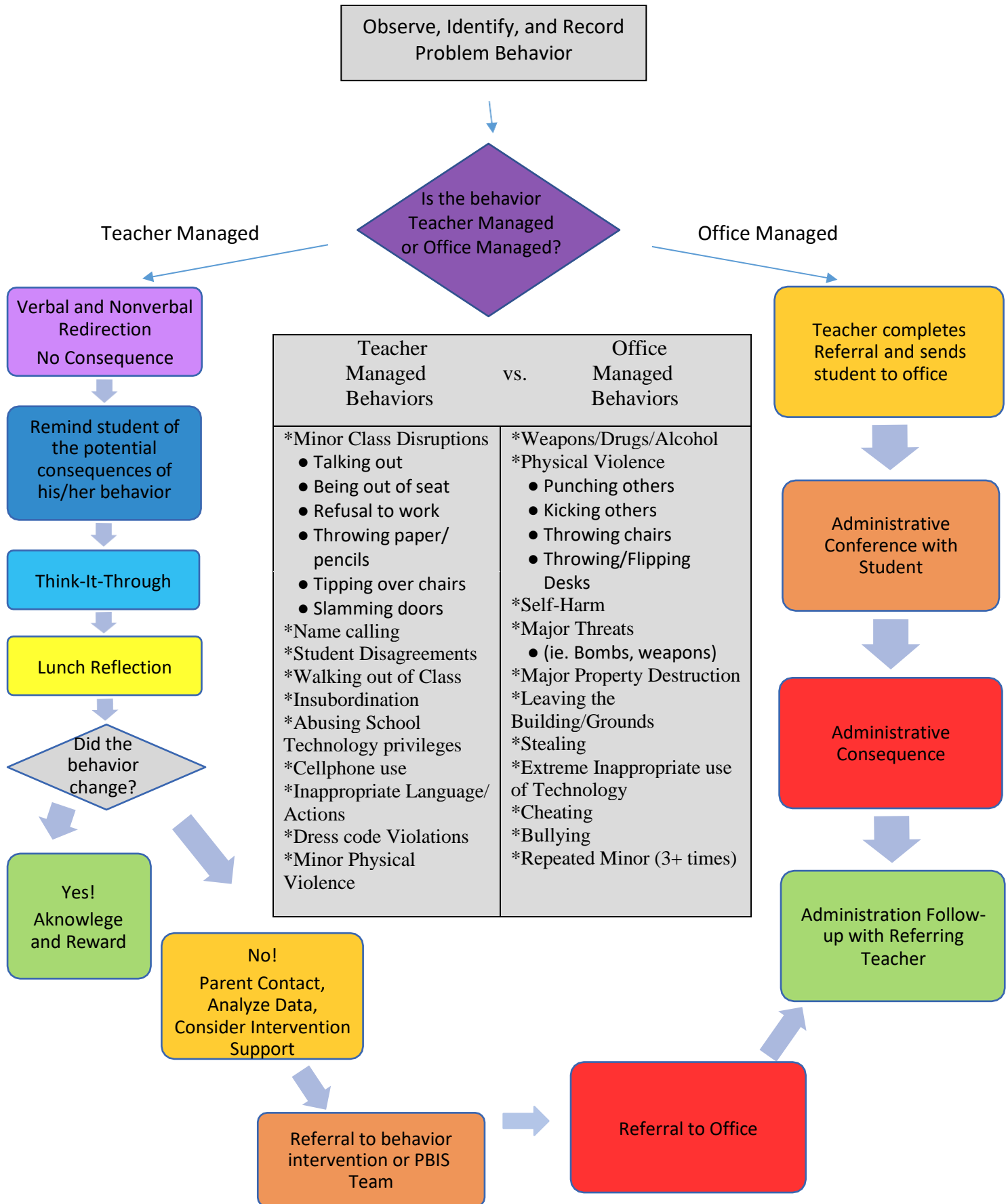
School-wide means that educators support appropriate behavior in classroom and non-classroom (bathrooms, assemblies, hallways) areas. An important aspect of SW-PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption, in SW-PBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in SW-PBIS leads to its effectiveness. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Behavior Expectation Chart

We R.I.S.E. up by Getting Along Together

Expectations	SETTINGS								Technology	Distance Learning
	Breakfast/ Lunch	Restroom	Classroom	Hallways	Recess Playground	Arrival/ Dismissal				
R-Respect	-Eat in your seat -Listen to PAR adults	-Use your time wisely -Flush after every use -Respect privacy	-Listen to PAR adults -Practice Active Listening -Pay attention to the speaker	-Listen to Par adults -Keep quiet in the hall	-Listen to PAR adults -Use hands safely -Include everyone	-Use Kind Words -Listen to PAR adults -Wait quietly for dismissal	-Keep food and drink away from technology -Keep it safe from harm	-Keep microphones muted -Only draw on the screen if asked -Use kind words -Practice active listening -Pay attention to the speaker		
I-Integrity	-Leave a clean table, chair, & floor	-Use your time wisely -Wash hands after using RR	-Treat supplies with care -Complete tasks with pride	-Admire decorations with eyes only -Maintain personal space	-Stay at your designated station	-Respond to name when called -Follow Directions -Go promptly to your destination	-Only use assigned iPad or Technology -Only log into your assign schoolwork	-Participate in instruction daily -Complete your own work -Respond to teacher when called on -Protect school technology		
S-Safety	-Main social distancing -Wear a mask when <u>you</u> aren't eating -Sanitize hands and desk	-Clean up problems or spills to adults -Keep hands & feet to self -Social distance -wear a mask -wash/sanitize hands	-Sit with all chair legs on the floor -Keep aisles and passages clear -Keep hands & feet to self -social distance -wear a mask	-Use walking feet -Keep hands and feet to self -Social distance -wear a mask	-One at a time down the slide, feet first -Stay with class -Use equipment /materials the right way -Maintain social distance -wear mask if less than 6ft	-Keep hands and feet to self -Line up appropriately -maintain social distance -wear mask	-Use appropriate school sites -Keep personal information private	-Use school appropriate sites -Handle school devices with care -Keep devices still, avoid walking around with the device		
E-Excellence	-Use good manners -Make healthy food choices	-keep RR clean -put trash in the trash can	-Try your best -Help and encourage others	-Be an active listener -Hold doors for others	-Put equipment away -Clean up any litter -Follow line-up procedures	-Be Kind -Use zero noise when exiting	-Use kind words -Be friendly when playing academic games with others	- Wait for your turn to speak -Celebrate and encourage others -Model active listening for others -Use school appropriate name		
Voice	0-1	0	0-3	0-Silent	0-4-Outside Voice	0 Silent	0-1	0(muted)-2		

PBIS Flowchart



Getting Along Together (G.A.T)

To succeed in school and life, students need to master reading, math, and other academic skills. Developing those skills requires that students learn how to learn, both independently and with others. Getting Along Together is a schoolwide program developed by the Success for All Foundation, Harvard University, and the University of Michigan that helps students build these skills and apply them both in and out of the classroom. It teaches students strategies to focus their thinking, manage their behavior, build positive social relationships, and understand and cope with their feelings—all in ways that support learning and life success. All students come to school with different strengths and experiences in these areas. Getting Along Together is provided to all students for two reasons: 1) every student has something to learn and something to share in these areas, and 2) when all students know and use the same strategies, those strategies are more useful and effective. Getting Along Together is designed to help each student and the school community as a whole.

Four Goals of Getting Along Together

1. To improve students' learning by teaching specific skills and how to use them. These skills include focusing attention, effectively maintaining and using the high energy levels characteristic of school-age children, behaving in positive and appropriate ways, and understanding and managing feelings
2. To foster engaged learners by providing tools that build and support a positive climate in classrooms and the whole school
3. To build students' ability to face challenges and solve problems by providing activities and routines that promote cognitive, social, and emotional skills
4. To increase students' positive social and behavioral outcomes by teaching strategies for forming strong relationships, maintaining positive mental health, and making safe and responsible decisions.

Code of Conduct/Discipline of Students

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 consequence.

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.

Guidelines

Senate Bill 1 (School Safety Zones) expands the district's authority to suspend and expel students for misconduct that occurs off of district property but is connected to activities or incidents that have occurred on district property or school related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66 - Expulsion, students who bring firearms on to school property, in a school vehicle, or at any school-sponsored event shall be expelled for ONE CALENDAR YEAR. Students who bring knives onto school property, in a parked vehicle on school property, or at any school sponsored activity may be expelled for ONE CALENDAR YEAR. This includes any adult crime that a student may commit while under the custody and control of the school or at any school related function. Students will receive no grades for schoolwork during an expulsion. Students are officially withdrawn during an expulsion.

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post-secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school.

Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

Hazing, Bullying and Aggressive Behavior

Harassment, intimidation, or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, psychological abuse, and violence within a dating relationship. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the school, including activities on the school property, on a school bus, and events occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function.

As used in Board policy, “hazing” means doing any act or coercing another, including the victim to do any act of initiation into any student organization or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. As used in Board policy, “bullying, harassment, and intimidation” (hereinafter “bullying”) means an intentional written, verbal, or physical act that a student has exhibited toward another particular student, staff member, or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior both causes mental or physical harm to the other person and is sufficiently severe, persistent, or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other person. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity.

No administrator, teacher, or other employee or volunteer of the school shall encourage, permit, condone, or tolerate any bullying activities. No students are permitted to plan, encourage, or engage in any bullying. Administrators, teachers and all other school employees and volunteers are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering school employee of the behavior and are required to end all such activities immediately. All bullying incidents are reported immediately to the superintendent and appropriate discipline is administered.

Any student who believes that s/he has been or is the victim of hazing and/or bullying should immediately report the situation to the administrator or his/her designee. The student may also report concerns to a teacher or other school employee. Such reports may be made anonymously. Any school employee who is aware of an incident prohibited by this policy shall document the report (i.e., put the allegations in writing) and provide the documentation to the administrator or his/her designee for investigation. If any report is received that is not a written report, the administrator/designee shall ensure that the report is documented in writing.

Any school employee who witnesses acts of hazing and/or bullying shall promptly notify the administrator/designee of the event observed and file a written incident report concerning the events witnessed. Any school employee who receives reports of suspected hazing and/or bullying shall promptly notify the administrator/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the administrator/designee no later than the next school day. If the report is an informal complaint that is received by a school employee, s/he shall prepare a written report of the informal complaint that is forwarded to the administrator/designee no later than the next school day.

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 out of 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.

Drugs, Tobacco, and Alcohol Possession

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, or counterfeit controlled substance's other than prescription medication that has been administered in accordance with the district's policies. This includes tobacco and alcohol.

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 respect 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.

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 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 bus privileges 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.

Achievement Marks/Efforts

A	90 -100	E	Exceeds
B	80 - 89	M	Meets
C	70 - 79	P	Progressing
D	60 - 69		
F	59 – below		
N/A	Not Applicable		

Homework Policy

For this school year, homework is given as an extension of the school day. Homework is given to reinforce that which has been taught in the classroom, to pre-assess content knowledge 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. Par students must participate in reading every night.

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 their 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.

MISCELLANEOUS INFORMATION

Visitations/Volunteers

Due to the COVID-19 pandemic, no visitors will be permitted into the building for the 2020-2021 school year.

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. Conferences will be provided via video chat or telephone for the 2020-2021 school year.

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. To bring in treats, the teacher must be notified 24 hours in advance for planning purposes.

***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 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.

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