

# INTRODUCTION

Dear Students and Parents:

This handbook is intended to help you understand and become familiar with some of the School of Bright Promise's/Jefferson Regional Spectrum Center's daily procedures. The effectiveness of the total school program will be determined by how we carry out these procedures.

Students must assume duties and responsibilities in the school organization. This is all part of the educational process they need. Parents can help by becoming familiar with the information in this handbook.

We must remember that cooperation among students, parents, and staff is the key to a successful school year.

Copies of all compliance and inspection reports are available in the Central Office if you wish to view them.

If you need information not found in this handbook, feel free to contact me at (740) 264-7176 for further assistance.

**\*\*NEW SECTION\*\* – STUDENT ABSENCES AND EXCUSES.**

Thank you.

## **I. PARENT CONCERNS:**

Welcome to the School of Bright Promise/Jefferson Regional Spectrum Center. Our mission is to establish quality supports focused on the student which will provide opportunities for informed choices and achievements of those choices. These choices will provide an opportunity for students to plan futures, where they live, work, learn and develop social relationships.

As the school year progresses, you may have concerns and questions that you will need to direct to the appropriate school personnel. Please observe the following procedure:

1. If an issue concerns a teacher and/or teacher assistant, please contact the principal Office at (740) 264-7176 and an appointment will be made for you to meet with the teacher and/or teacher assistant during his/her planning period.
2. If an issue concerns the school building, please contact the building principal at (740) 264-7176 and she will schedule an appointment with you.
3. If an issue concerns the entire school, please contact the Superintendent's Office at (740) 264-7176 and the issue will be addressed with you in an appropriate manner.
4. All transportation matters will be addressed by contacting our Transportation Coordinator (Denise Kelly) at (740) 266-2923.
5. All Children age five (5) on or before September 30<sup>th</sup> are considered Kindergarten and attendance is mandatory.

It is important to follow a procedure in order to have your concern or issue addressed by the proper person and in a timely manner. This procedure is, teacher, then principal, then superintendent.

## II. STUDENT ABSENCE:(See Student Absences and Excuses)

**\*\*Student drop off begins at 8:10AM. All students should be at school by 9:00 a.m. Arrival after 9:00 a.m. will be considered TARDY.**

- A. Parents are to notify the school when child is absent from school.
  - 1. Telephone (740) 264-7176 and report absence to the secretary or principal.
  - 2. Telephone between 6:00am – 8:00am.
  
- B. School will contact parent should you not report child's absence.
  - 1. Telephone home or work during day of child's absence, or
  - 2. Send a written notice of absence should school not be able to reach parent or guardian.
  
- C. A written note as to why child was absent from parent or guardian is required only if contact (phone or written) is not made between home and school.
  
- D. If your child is going to be absent for any reason and you know this in advance, please notify the office at (740) 264-7176 at least one (1) day in advance. If your child becomes ill or an emergency occurs before your child is due to be picked up please notify our transportation department at (740) 266 - 2923.
  
- E. Whenever an absence of three (3) days occurs each student shall secure from a parent, guardian, or physician a written explanation of the reasons for the absence. Such written explanation shall be submitted to the Principal on the day the student returns from an absence. The writing shall include the date for dates of absence, reason for absence, and the signature of the parent or guardian. Failure to submit a written explanation will result in the assessment of an un-excused absence.

**\*A Doctor's note may be required for student to return to school per the discretion of the school nurse or school administration.**

### F. EXCUSED ABSENCES:

- 1. Personal Illness- with parental/guardian explanation (phone or written). \*The Director or school nurse may require the statement of a physician.
  
- 2. Illness in the family- A student should not be kept out of school for this reason unless there is absolute need for his/her services. Proof may be required.

3. Funerals- A reasonable amount of time will be allowed without penalty to attend funerals of relatives or close friends.

4. Quarantine- As determined by the proper medical or health officials. A physician's or health officer's form may be required.

5. Court Attendance - Prior notice should be given to school authorities.

6. Religious Holidays- Recognized religious holidays are considered valid reasons for absence. Should special services be scheduled, students are expected to attend such services before or after school hours whenever possible.

7. Medical and Dental Appointments- Are considered for the purpose of maintaining good health and will be permissible provided the school is advised of the appointment in advance. (Appointments should be scheduled outside of school hours whenever possible).

G. APPROVED ABSENCES:

1. Vacations- Parents or guardians should inform the building Director in advance of vacation plans. An approved absence may be granted to the student when accompanying their immediate family or guardians.

H. UN-EXCUSED ABSENCES - (TRUANCY):

**STUDENT ABSENCES AND EXCUSES**

An absence for any reason other than those listed above shall be classified as unexcused.

The Principal or his or her designee may request written verification of a student's illness from a physicians licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

**\*\*\* ATTENDANCE STANDARD:** In accordance with the Ohio House Bill 410

**Habitual truant:**

- A. Absent 30 or more consecutive hours without a legitimate excuse.
- B. Absent 42 or more hours in a month without a legitimate excuse.
- C. Absent 72 or more hours in one year without a legitimate excuse.

**Excessive Absences:**

- A. Absent 38 or more hours in one school month with or without legitimate excuse.
- B. Absent 65 or more hours in one school year with or without a legitimate excuse.

**When a student has excessive absences the school will:**

1. Notify the student's parent in writing within seven days of the excessive absences.
2. The student will follow the school's plan for absence intervention.
3. The student and family may be referred to community resources.

If the student does not make progress on the plan or continues to be excessively absent, the school can file a complaint in the juvenile court.

**III. NOTES FROM PARENTS REQUIRED WHEN:**

- A. No communication has been made between home-school regarding student absence.
- B. Student must be dismissed early or from part of the school day.

**(All notes from parents must include date, specific reason and/or request, and parent/guardian signature).**

**\*Any kind of surgery your child may have, parent/guardian is required to bring in a DOCTOR'S Release, what kind of surgery your child had, and if there are any kind of restrictions.**

**IV. STUDENT INJURY - ILLNESS AT SCHOOL: The following precautions are taken to ensure the health and safety of your students and all other students at the School of Bright Promise.**

- A. The home will be notified according to emergency procedure completed on student's Emergency Medical Authorization Form.
- B. Any of the following signs or symptoms of illness are reason for the school nurse to call home and for students to be discharged to his/her parent or guardian until symptom free, and/or has a written physicians statement to return to school:

- \* 1. Diarrhea(**Student must remain home for a 24 hour period and be symptom free to return if sent home by school**)
2. Severe coughing, causing child to become blue in the face or make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink eye)
- \* 6. Temperature over 100 degrees(**Student must remain home for a 24 hour period and be symptom free to return if sent home by school**)
7. Untreated infected skin patches (that are not a chronic condition)
8. Unusually dark urine and/or gray or white stool

- \* 9. Unusual spots or rashes of unknown origin
- \* 10. Uncontrollable vomiting (especially if green in color or containing blood) Vomiting once or more  
**(Student must remain home for a 24 hour period and be symptom free to return if sent home by school)**
- 11. Head Lice - Frequent scratching of the scalp or skin
- 12. Sore Throat/Nausea
- 13. Watery, Red eyes and Runny nose
- 14. Ear Ache or Discharge from ear
- 15. Enlarged glands

**\*\*A 24 hour period means that the student will NOT be able to attend the following day.**

#### **V. ATTENDANCE ACCOUNTING:**

A. For the purpose of perfect attendance awards, a student is present for the whole day if the student arrives before 10:00 A.M. or if they leave after 2:00 P.M.; leaving prior to 2:00 P.M. or arriving after 10:00 A.M. will be recorded as a half day present.

#### **VI. BUILDING PROCEDURES:**

- A. ADDRESS/CUSTODY CHANGE: Please notify the school of any change in address or telephone number without delay. This information is necessary in time of emergency. Also, notify the school of any custody change.
- B. VISITORS are to come to the school office **first** before going to any part of the school building.

**\*\*\*ALL Parents/Guardians and/or Visitors are NOT permitted to roam the school or go to their child's classroom without a PASS from the school office.**

- C. **NON-BUS STUDENTS are permitted to enter the building no earlier than 15 minutes prior to opening time unless approval of building principal is obtained in advance.**
- D. EACH TEACHER IS ASSIGNED A CONFERENCE PLANNING PERIOD: If you have any questions concerning your child, please call the school at (740) 264-7176 so the teacher may set up an appointment.
- E. PHONE CALLS : Teachers will not be called from the classroom to answer the telephone unless an emergency arises. The office may call your home under special circumstances.

F. **REPORT CARDS:** All students will receive a report card once every nine week period. This will inform the parent of the student's progress. Parents will have the opportunity to contact the school for PARENT/TEACHER CONFERENCE if so desired. The report cards need to be signed and returned to the school. The reporting dates are listed in the school calendar.

G. **LOST AND FOUND:** Parents are encouraged to print names in coats, hats, sweaters, bathing suits, towels, lunch boxes, boots, etc. Occasionally such items find their way to the "Lost and Found" which is located in the office.

H. **PARENT PARTICIPATION:** As parents, you can understand the School of Bright Promise's curriculum and organization through participation in these programs:

\*Parent/Teacher Conferences - Meetings/Date and Time will be set up by the Administrative Secretary.

\*Student Programs

\*Community Learning Trip(s) Volunteer

\*I.E.P. Conferences

\*Parent Council Meetings

\*Bulletins/Newsletters

**I. Authority to release to another person** - if you will be having someone else getting your child off the bus or picking them up at school, you will need to send a note in of who can and their name(s) so that we know it is alright. We will not be able to release your child if we do not have this information from you. Please make sure the person who is getting your child has identification to show the office or bus driver.

## **VII. STUDENT CONDUCT:**

The following rules are to be followed by every student:

1. Possession of water pistols, cap pistols, knives, fire crackers, matches, or any object that may be used inflict injury on anyone else is prohibited. Students should not threaten bodily harm with a weapon. These verbal threats are taken seriously and are prohibited.  
This could result in a suspension.
2. Should this occur, items will be confiscated and parents will be notified. The School of Bright Promise has a zero tolerance policy and students will be suspended or expelled considering the severity of the incidents.
3. Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The student must secure permission from the

teacher.

4. Medication given by a student to another would be grounds for suspension. Students should not carry any kind of pills or medication to school without a doctors order.

#### **VIII. DRESS GUIDELINES:**

The following guidelines will be enforced:

1. Clothing with inappropriate slogans or illustrations will not be permitted.
- A. Any clothing that depicts, a sexual, drug or alcohol,tobacco, or any other offensive statement will not be permitted. If the student does not have a change of clothing present, then they shall be requested to wear their shirt inside out for the school day. The teacher will contact the parent and inform them that the child should not wear this type of clothing to school.
2. Clothing which bares midriff such as tube tops, halter, or other similar items will not be allowed. If this occurs, an article of clothing will be provided by the school for them to wear during the day and returned at the end of the day. Teacher will notify parent.
3. Hats/Bandanas are not to be worn in the building by boys or girls. They will be requested to remove hats.
4. Sunglasses are not permitted to be worn in the building unless prescribed by a physician. They will be requested to be removed.
5. For safety reasons, no flip flops, thongs, high heels, or dangling earrings shall be worn. If this occurs, a note home by the teacher informing parent child should not wear this type of foot wear. Student will be asked to remove earrings and they will be given back at the end of day.
6. The building Director has the final authority in determining appropriate dress in the school environment.

\*Allowances will be made for special occasions. Parents will be notified by teacher of these special occasions.

\*Students will be permitted to wear shorts of reasonable length during the warm weather months of the school year.



## IX. NOTICE OF ACCESS TO CHILD DATA:

-The school of Bright Promise maintains records of an educational nature regarding your child. These records include evaluations and other information necessary to provide the best education for your child.

-These records are confidential. They are used only by authorized personnel involved in the education process relating to your child. The School of Bright Promise maintains a record of authorized persons having access to these records and their locations.

-As the child's parent, you have the right to inspect and review your child's records, and you may have copies for the actual cost of reproduction. Your request to review the records will be honored as soon as possible, but within forty-five (45) days.

-A divorce or change in custody does not change the rights of a natural parent to their child's records, unless changed specifically by the court.

-Non-Residential Parent's rights – a non-residential parent may request and receive a copy of the child's report card, the permanent record, progress reports, and the opportunity to hold a shared teacher conference, unless otherwise ordered by the court. **Only the residential parent has the right to make the educational decisions requested by the school.**

-We will provide explanations and interpretations of the information at your request, and if you disagree with any information contained in the records, you may request they be amended.

-When a student leaves the School of Bright Promise, all appropriate educational records will be sent to the receiving school. Parents may review such records, indicating approval or disapproval for certain sections of records being sent, and may receive copies of records.

## X. ADMINISTRATION OF MEDICATION:

All medication, including any over the counter medications, must be prescribed by a physician, and be accompanied by a Green Medication Permission Request Form which must be **properly signed and on file for each student receiving medication**. This request form must contain:

- \*Name of student
- \*Date of birth
- \*Specific time(s) and dose(s) to be given
- \*Length of time to be given
- \*Any restrictions
- \*Printed name of physician

\*Signature of physician

\*Date

\*Parent/Guardian permission and signature with date

## **XI. SCHOOL BUS TRANSPORTATION:**

In order to keep our transportation system operating smoothly, and to eliminate problems, we have set up procedures that must be followed to assure that the bus drivers meet their time schedules and get your child to and from school safely. It is important that everyone involved in this process cooperated and follow these:

**A. BUS RULES are posted at front of bus and are to be learned and obeyed as listed:**

- 1. Be on time**
- 2. Sit down**
- 3. Be quiet**
- 4. Listen to driver/aide**
- 5. No eating**
- 6. No fighting**

**Parents should help teach safety rules such as: remain seated, no fighting, and to obey the bus driver/aide on the bus at all times.**

**B. Listen for the bus and have your child ready at least 15 minutes early when the bus driver arrives. Students are expected at designated stop only and on time.**

**C. Make sure you or a responsible person escorts your child to and from the bus when they are picked up and dropped off. If you have a babysitter, please ask them to follow the same procedure. The responsible person must be sixteen (16) years of age or older. You or a responsible person must be at home to receive your child. Remember: Under no circumstances will the School of Bright Promise leave your child with anyone other than a responsible person sixteen (16) years or older!**

**D. If your child is absence from school it is the parents responsibility to call the transportation department for the bus to pick up your child or that bus will not come back until you call. You must call before 2:00 p.m. or call in the morning at 6:00 a.m. Transportation phone number is (740) 266-2923.**

## **XII. NON-BUS STUDENTS/LATE ARRIVALS:**

If you are transporting your son/daughter to and from school on a daily basis or if your son/daughter accidentally missed the bus on any given day, certain procedures **must** be followed:

**1. Do not drop your child off in the bus area, the parking lot, or at the door.**

**2. You must report to the office with the student:**

A. For late arrivals, notify the receptionist the student is here.

B. Sign in at the register.

C. Parents will always try to inform the teacher when they would like to visit the classroom and/or volunteer. On those occasions when the parent stops in unannounced, they shall sign in and inform the building supervisor prior to visiting the classroom.

D. It is understood that when parents are present and/or observing that Classroom teachers and aides are to maintain the classroom schedule. The parent shall not assume the duties/responsibilities of the staff or intervene in the education/training of students. If a parent has a questions or concern about what they observe, they shall discuss it with the teacher at a reasonable time.

E. Communication between the teacher and parent will be positive/professional manner. When the parent is present in the classroom there should be a few disruptions as possible because the teacher will be trying to carry out programming to meet the needs of the child. Through observation, parents will be able to see how programming is done and hopefully coordinate it with what goes on a home.

F. If a parent is disruptive to the classroom the teacher shall speak with the parent on this and include the supervisor if necessary.

3. Visitor parking is restricted to the parking lot at the front of the school.

4. No parking in the fire lane.

5. When picking up student or in case of early dismissal, report to the office:

- A. Notify the receptionist you are taking student.
- B. Sign out at the register.
- C. Parents are not permitted to take or pick up your child from their rooms, they will be taken and brought up to the office by classroom teachers or aides. **NO EXCEPTIONS...** Child safety is first.

### **XIII. PARENTS IN BUILDING:**

Parents are welcome at anytime as long as the **Office is the first stop!**

- A. To meet with child's teacher - phone (740) 264-7176 or write a note in advance.

### **XIV. LUNCH PROGRAM:**

The School of Bright Promise/Jefferson Regional Spectrum Center serves lunch each day. Cost of the lunch is **free** per day.

All meals served must meet meal patterns established by the U.S. Department of Agriculture. However, if your child has been determined by a doctor to require a special diet or substitutes in the meal pattern, your doctor must complete the "**MEDICAL STATEMENT**" for children with disabilities requiring special needs in child nutrition programs for us to keep on file at the school.

**Breakfast Program** will be available to all children who want it at no cost. Light fare will be provided from 8:30 a.m. - 9:00 a.m.

### **XV. LICE PROCEDURE:**

If you suspect your child has head lice, please contact the school. The school nurse will check your child to confirm the presence of lice and check other students in the school. Early detection of the problem is necessary to prevent it from spreading and/or re-infestation.

With the detection of head lice or nits, students must be kept home and medication applied to head and scalp, as recommended by the Ohio Department of Health.

**Guidelines - The following procedure is recommended:**

1. Use a prescription or over the counter lice shampoo. Follow the directions carefully and DO NOT OVER TREAT.
2. Have your child put on clean clothing after treatment.
3. Remove ALL nits from the hair. This is time consuming, but there is no product guaranteed to kill all the eggs.
4. Vacuum, all carpets, upholstery, mattresses, and car interior thoroughly. A spray is available over the counter if needed.
5. Wash all bedding, clothes, hats, combs, brushes, etc. using hot water.
6. Dry clean or seal for two weeks in plastic bags those items unable to wash: such as pillows, stuffed animals, etc.
7. Family members should also be checked and treated if necessary. If they are not notified and become infested, your child may be re-infested. Treatment does not prevent re-infestation.

**ALL STUDENTS MUST BE ACCOMPANIED BY PARENT TO SCHOOL OFFICE TO BE CLEARED BY SCHOOL NURSE BEFORE RE-ADMITTED TO CLASS, EACH STUDENT MUST BE NIT FREE.**

**FOR REPEAT CASES OF HEAD LICE, THE CHILD MUST BE CLEARED BY THE HEALTH DEPARTMENT WITH A SIGNED EXCUSE BEFORE BEING RE-ADMITTED TO CLASS.**

**XVI. STUDENT EXPECTATIONS:**

These actions will be taken for all students regarding student expectations listed at top of page and all other guidelines and rules addressed in the policy manual. The exception is that students under a current behavior plan will be addressed with the consequences listed in the plan. All students shall follow the PBIS policy.

While at the School of Bright Promise, the student will:

1. **Listen carefully**
2. **Follow directions**
3. **Work quietly and not disturb others who are working**
4. **Respect others. Be kind with words and actions**
5. **Respect school and personal property**
6. **Work and play safely**

**XVII. DISCIPLINARY ACTION:**

A student who fails to comply with school rules and regulations established for the efficient and safe operation of the school shall have corrective action taken. A variety of measures are available.

- 1. Counseling**
- 2. Reprimand**
- 3. Loss of privileges**
- 4. Parent contact and/or conference**
- 5. Restitution for damage**
- 6. Suspension**
- 7. Expulsion**

The corrective action used will depend upon the infraction, frequency of the offense and the student's response.