

Mason CLC Student Handbook



2022-2023

Phone: 330-761-2711 | Fax: 330-761-3309

<https://masonclc.akronschools.com/>

Building hours: 7:50-4:00

MISSION STATEMENT

VISION STATEMENT

School Hours:

7:50am Entrance for breakfast

7:50-8:20am Entrance for school day

8:25am Morning announcements

8:30am Tardy bell

10:50-12:25 Lunch/recess

2:30pm Dismissal

This handbook was originally developed for a traditional school experience. Our current experience is not traditional. Please use this handbook in conjunction with the [Connected Learning Family Resources](#) in order to have the most complete information for our current circumstances.

Dear Parent/Guardian,

Akron Public Schools is pleased to share its 2022-2023 APS Elementary Student Handbook with you. Clear, precise communications with parents/guardians is of the utmost importance. This handbook contains valuable information about our district and school policies. Please keep this in a convenient place and refer to it as needed throughout the school year.

If any of our policies or practices change during the school year, that information will be sent home directly with students.

Your input is important and helpful. Please send your comments or questions to me at any time regarding this handbook or any information that is sent home. Our teachers, staff and I look forward to working with you to make this a successful school year for your child.

Sincerely,

Mrs. Kochis

Principal

Mason CLC

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

STUDENT HANDBOOK AWARENESS STATEMENT

We have received the APS Student Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. Parents are required to inform the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

Date: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Teacher Name: _____

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

Student Handbook

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SCHOOL SPECIFIC PROCEDURES

SCHOOL SPECIFIC PROCEDURES

ENTRANCE TO BUILDING

STUDENTS: No children are to enter the building before 7:50 a.m. for breakfast. If students are dropped off early, they are to report to breakfast or remain outside. The only exceptions are student helpers with passes from their teacher. There is no adult supervision prior to 7:50am.

Students may only enter the building through Door #1. Bus riders and van riders will be escorted by a staff member on duty through Door #1.

Students will line up at the breakfast door upon arrival to school. The breakfast bell will ring at 7:50 a.m. The playground will be closed in the morning. Teachers will be at their classroom doors at 8:15 a.m. and greet arriving students.

Students going to any part of the building before the tardy bell must first report to their class and secure a hall pass with the teacher's permission.

CLASSROOM BIRTHDAY/HOLIDAY CELEBRATIONS

Please contact your child's classroom teacher.

DETENTION POLICY

Classroom teacher

LOST AND FOUND

Located in the main hallway: items left at winter/summer break are donated to Goodwill/discarded.

MEALS

Breakfast time and rules: 7:50-8:15am Follow the directions of adults in the cafeteria. Follow all school and classroom expectations.

Entry for breakfast ends at 8:15am

Lunchtime and rules: Cafeteria expectations will be posted in the halls, cafeteria, and will be reviewed with students frequently. A copy of all student expectations are included at the end of the handbook.

Quiet lunch; whispering permitted.

Lunch Room Rules

All students are expected to eat lunch at school. Parents may sign their child out in the school office and take them to lunch during the provided school lunch time. Students are tardy if not signed back into school by their parent/guardian at the appropriate time.

Packaged hot lunches will be available at school and are free to all students.

- Students may not share food during lunch. The items a student brings in a packed lunch are intended for the student who brought the lunch. The items on the school purchased lunch are intended for the student who purchased the lunch.
- Students are to remain seated at the lunch tables until formally dismissed. Student questions and concerns are addressed individually. In order to gain the attention of an adult, a student need only to raise a hand.
- Lunchtime should be a stress free time for students to eat.

Students who bring their lunch can purchase milk or water for 50 cents. Students are never to bring pop to school for their lunch beverage.

TECHNOLOGY USAGE POLICY

Akron Public Schools goal is to provide your child with the opportunity to have access to various types of technology within the course of the school day.

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

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

FIELD TRIPS

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

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

HOMEWORK

Homework provides an opportunity for parents to become partners in their student's learning process.

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

CHILD FIND

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

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

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

The Intervention Assistance Team (IAT) is a school-based group of people whose purpose is to provide support to students who are experiencing academic and/or behavioral difficulties, preventing them from fully benefiting and accessing their education because they are performing below expectations. By supporting these students, the IAT may not only help the student be able to remain and succeed in the general education program, but also reduce unnecessary referrals to special education. The IAT is responsible for monitoring the progress of students and intervention programs. While the IAT is a general education initiative, the IAT may make referrals to special education and other programs if it is in the best interest of the child.

GRADING SCALE

A	93 – 100	4.0
A-	90 – 92	3.8
B+	87 – 89	3.2
B	83 – 86	3.0
B-	80 – 82	2.8
C+	77 – 79	2.2
C	73 – 76	2.0
C-	70 – 72	1.8
D+	67 – 69	1.2
D	63 – 66	1.0
D-	60 – 62	0.8
F	0 – 59	0.0

P = Work meets a standard of excellence

S = Work meets acceptable standard

N = Work needs improvement

H = Work does not meet acceptable standard

ADMISSION/ENROLLMENT

ADMISSION

We welcome new students in the Akron Public Schools family at any time of the year. Parents of new students should call 330.761.2810, for support and a possible appointment at the David W. James Engagement Center at 10 N. Main Street downtown to complete registration, or they may contact the school office to schedule an appointment to complete registration. You may also visit [Akronschools.com](https://akronschools.com/cms/One.aspx?portalId=409163&pageId=8917104) and visit the enrollment page. <https://akronschools.com/cms/One.aspx?portalId=409163&pageId=8917104> to view our new online registration guide.

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

Students transferring from another school will normally be placed in the grade level recommended by the previous school. We will request that official records be sent to us in order to meet each child's needs as quickly as possible. If you are enrolling a child in 4th grade, please make sure you have documentation that your child has met the criteria for the Third Grade Reading Guarantee.

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

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

Language interpreters are available to support Limited English Proficient Parents as needed. Please contact your building principal if you need an interpreter.

ACCELERATION AND EARLY

ENTRANCE TO KINDERGARTEN

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

Required by Section 3324.10 of the Revised Code, enacted in HB 66, the Academic Acceleration Policy, describes the process that shall be used for evaluating students for possible accelerated placement, and identifying students who should be granted early

admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, and granted early graduation from high school. Parents may submit a written appeal of results.

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

(https://www.akronschools.com/departments/special_education/gifted_and_talented)

or by calling Diane Gearhart, Coordinator of Gifted Programs, at 330-761-3108.

IDENTIFICATION OF GIFTED STUDENTS

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

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

Anyone may recommend a student for testing. Referral forms are available on the Gifted and Talented Education web page (<https://www.akronschools.com/cms/one.aspx?portalId=409163&pageId=590724>) or by calling 330-761-3108.

All students in elementary schools who have been identified as gifted, will be provided gifted services through a variety of methods, such as consultation, co-teaching, push-in or pull-out services from the gifted intervention specialist per the established building level service delivery plan.

SECTION 504

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

OPEN ENROLLMENT

Akron Public Schools support parent choice whenever possible. Board policies regarding inter-district (between districts) and intra-district (within the district) are board policies 5113 and 5113.01. The complete policy is available on our web page, www.akronschools.com, or through the APS Open Enrollment Office, 330-761-2816.

WITHDRAWAL OF STUDENTS

You must provide the address of the new school and your forwarding address if you are withdrawing your child. Records will be mailed or electronically sent to the receiving school when the receiving school forwards a request for the records. Students will not be withdrawn from our school before the request of records is sent from the new school. Please contact the Engagement Center at 330-761-2810 for information.

ATTENDANCE

EXPECTATIONS FOR STUDENT ATTENDANCE

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

GENERAL ATTENDANCE INFORMATION

TARDINESS

Students shall arrive at school and be in their homeroom classroom by 8:30am. Students must be in the classroom, seated, that

time or may be marked tardy.

TRUANCY

Unexcused absence from school (truancy) is not acceptable and detrimental to student achievement and growth. Students who are truant will receive no credit for school work that is missed. Students who accumulate 30 consecutive hours, 42 hours in a month, and or 72 hours in a school year of unexcused absence will be considered habitually truant and be placed on an APS Attendance Plan to be addressed at the school through the APS Attendance Intervention Team to find the root cause of unexcused absences and develop interventions the student, guardian and school can work on to end absences from school. Failure to improve attendance may lead to a referral to juvenile court.

If a student is habitually truant and the parent fails to cause the student's attendance, a complaint may be filed with the judge of the Summit County Juvenile Court in compliance with state law and board policy 5200.

EARLY DISMISSAL OF STUDENTS

No student may leave school prior to dismissal without the parent or guardian coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Anyone picking a child up early from school should expect to show a photo identification to the office staff before the child is released.

Please refrain from requesting your child be dismissed early.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance if parent/guardian calls the school before 9:30 a.m. to notify the office of the absence:

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

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

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

LATE PICK-UP

All students are expected to be picked up at dismissal time. After school care is provided at various sites. Cost for after care varies among the providers. Please contact the school office for a list of APS After School care providers. Children services may be contacted in cases where a guardian demonstrates a pattern of late pick-up of their child.

SUSPENSION DAYS

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

CODE OF CONDUCT/ DISCIPLINE/SAFETY

CODE OF CONDUCT

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

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of the law, the district's code of student behavior, or violation of a school rule. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers.

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

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

HAZING AND BULLYING

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

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

“Bullying, harassment or intimidation” means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

If a student believes he or she is a victim of conduct prohibited under this policy, regardless of whether it fits a particular definition, s/he should report it to the building principal or assistant principal and allow the administration to investigate and determine the appropriate course of action. A complaint should be completed through the district bullying, harassment or intimidation form.

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

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

PBIS (Positive Behavior Intervention and Supports)

Mason CLC is proud to be a PBIS school and we are recognized with the bronze award for our excellent implementation of positive behavior and expectations in our school.

As a PBIS school, you will hear the following from your child: **Be Respectful, Be Responsible, Be Safe**. These expectations are followed in our common areas: Hallway, Restroom, Cafeteria, at Recess, at Dismissal and on the Bus.

Hallway

<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Safe</u>
*Walk to the right of the hallway	* Stay in your personal space in your line	* Keep hands, feet, and objects to self
*Admire hallway displays with eyes only	* Have a hall pass if alone	* Face the direction you are going
	*Go immediately to	

BUS RULES

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

To protect all students riding Akron Public Schools buses, safety precautions are a must. Your help is needed because safety is everyone's responsibility. A violation of the bus rules may result in the student being suspended from the bus. Prior to suspension, the student will be given an opportunity to address the basis for the proposed suspension at an Informal hearing with the principal, assistant principal, or other administrator who will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified in writing within one day, of the reason for and the length of the suspension.

Notice: The use of video surveillance equipment may be used in the investigation of violations of the APS Code of Conduct.

Students may receive discipline as a result of what is recorded.

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

(OAC is Ohio Administrative Code)

Safety of students is the first concern of the bus driver. Students MUST obey driver's instructions and ALL times, including all health standards as dictated by the local health department. For the 2020-2021 school year students will be required to perform a daily self health check prior to going to the bus stop. Upon reporting to the bus stop all students are to be wearing a personal facial covering/mask in order to enter the bus to address the COVID19 virus. Students will sanitize their hands as they enter and will be required to sit in the seat assigned to them during bus travel to and from school daily. Personal facial coverings/masks MUST remain in place during transport until a change in the state health order is revised.

1. Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait. (OAC 3301-83-08)
2. Students must wait quietly in a location clear of traffic and at least 10 feet away from where the bus will stop. (OAC 3301-83-08)
3. Student behavior at bus stops must not threaten the life, limb or property of any individual. (OAC 3301-83-08)
4. Students must go directly to an available or assigned seat. (OAC 3301-83-08)
5. Students must remain seated, keeping aisles and exits clear. (OAC 3301-83-08)
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (OAC 3301-83-08)
7. Students must be courteous and respectful to fellow students and to the bus driver. (Code of Student Behavior)
8. Students must not engage in loud talking or laughing, excessive horseplay or fighting. (Board Policy 8630)
9. Unnecessary confusion diverts the driver's attention and could result in a serious accident. (Board Policy 8630)
10. Students must not use profane or abusive language. (OAC 3301-83-08 and Code of Student Behavior)
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (OAC 3301-83-08)
12. Students must not use tobacco or related products on the bus. (OAC 3301-83-08)
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication (e.g. asthma inhalers/EpiPens) required for a student as ordered by the prescribing physician. (OAC 3301-83-08)
14. Students must not throw or pass objects on, from or into the bus. (OAC 3301-83-08)
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (OAC 3301-83-08)
16. Students must treat bus equipment with respect. Vandalism will not be tolerated. Keep the bus clean and sanitary. (OAC

3301-83-08; Student Code of Behavior; Board Policy 8630)

17. Students must not extend any part of their bodies out of the bus windows. (OAC 3301-83-08)
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk. (OAC 3301-83-08)
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (OAC 3301-83-08)
20. For the safety of students riding the bus, parents/guardians at bus stops are not permitted to board the bus.

ART AND SCIENCE SAFETY

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

SAFETY DRILLS

Each school is required to conduct safety drills during the school year. Fire drills, tornado drills, ALICE drills and lockdown drills will be conducted according to the Ohio Department of Education and local law enforcement. During a safety drill, all visitors must follow the directions of the staff. Parents and visitors will not be admitted to the school building during the drills.

CAFETERIA RULES

Akron Public Schools offers breakfast and lunch meals at no cost to all elementary school students. The menu is available on the district web page, under *Child Nutrition*.

DRESS CODE



Title DRESS AND GROOMING

Code po5511

Status Active

Adopted November 12, 1998

Last Revised September 13, 2021

5511 - DRESS AND GROOMING

The uniform policy is currently suspended for the 2022-2023 school year. However, the following dress code is in effect and will be enforced.

The Akron Board of Education adopts this revised mandatory Dress and Grooming policy ("Dress Code") for all students in grades K 12 beginning in August 2007. This Dress Code does not supersede policies at schools where uniforms are required.

This Dress Code is intended to foster discipline, order, safety, health and an environment conducive to academic learning. The responsibility for understanding and adhering to the district-wide Dress Code rests with students and parents, and it is expected that students will come to school dressed and groomed in accordance with this Code.

Building staff and administrators shall allow deviations from this Dress Code based on religious, medical or other special circumstances or for special school activities. In no case shall school handbooks and/or individual school rules be implemented that are more restrictive than this policy.

As a general rule, all garments must be neat, clean, properly sized, without holes and rips and in acceptable repair. Students may not wear anything that promotes gangs, tobacco, drug and alcohol use, sexual activity or anything illegal or immoral.

Head: Hats, caps and head coverings are not permitted. Hair and hair accessories must be unobtrusive and should not create a distraction to education.

Face: Earrings and make up must not be extreme, distracting, unsafe or interfere with the education process.

Students will also be informed and follow Board Policy 8450.01 - Protective Facial Coverings During Pandemic-Epidemic Events when such conditions are declared and/or ordered by state/local health authorities, or at the authorization of the Superintendent in consultation with the Board.

Shirts: Shirts must be properly sized. Underwear, shoulders, chest, back and midsection may not be visible. Shirts cannot be longer than wrist level of a student's arm. If the shirt is longer than the wrist length, the shirt must be tucked in.

Hoodies: All hooded apparel must be properly sized. Hoodies cannot be longer than wrist level of a student's arm. Hoods must be removed from the head upon entry into all APS facilities, and shall remain down at all times.

Bottoms: All lower garments must be anchored at the natural waist and cannot drag on the ground. Tight-fitting, oversized, drooping and garments exposing more than mid-thigh are not permitted. Pant waistbands may not be more than one (1) inch bigger than the student's actual waist size. Pants cannot be gathered or drawn together at the waist and must be worn at the natural waist.

Shoes: All footwear must be secure on the foot and not present a safety hazard. Slippers, flip-flops, stilettos and shower shoes (slides) are not permitted.

Belts: A belt must be worn if the pants will not stay at the student's measured waistline.

Other: All clothing designed as outerwear, worn to and from school, cannot be worn indoors during the regular school day. Clothing designed for sleepwear is prohibited.

Accessories: Sunglasses cannot be worn in the building. All jewelry and accessories must not be distracting or create a safety hazard.

ENFORCEMENT:

In order to promote a safe and healthy school setting and enhance the educational environment, the Dress Code shall be incorporated into the Code of Student Behavior. Any student, who is in violation of the Dress Code, may be required to change into compliant clothing before being permitted to attend classes or school activities and may be subject to discipline.

MODIFICATIONS:

The Board authorizes the Superintendent to review, assess and revise the Dress Code established by this policy at any time, after consultation with the Board.

Revised 5/10/04

PLAYGROUND SAFETY AND ACCEPTABLE TEMPERATURE

Equipment is checked on a monthly basis by the APS Maintenance Department. Unsafe equipment will be closed or removed.

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20° fahrenheit or above (wind chill is considered) and playground conditions permit safe play.

If your child needs to stay inside during recess, a note from the doctor indicating the reason and length of time to stay in for recess is required.

HEALTH/MEDICAL

EMERGENCY MEDICAL FORMS

Parents are required by state law to fill out an APS Emergency Medical Authorization Form, and we now have an online process for this. We call it the APS *Returning Student* information process. This will allow you to verify your student's demographic, emergency and medical information. This process will replace the paper forms sent home at the beginning of each school year. Each student will receive a snapcode in their back-to-school packet. The snapcode is like a key to your child's APS Returning Student information for the upcoming school year. You should receive a unique snapcode or snapcode link for each child. You can also visit <https://akronschools.com/cms/One.aspx?portalId=409163&pageId=8920275> to view the APS Returning Student Information Guide.

All assigned school health aides/nurses have been properly trained to address symptoms of the COVID19 virus. Students who report to the health clinic demonstrating symptoms of the COVID19 virus will be isolated from others for their safety and the safety of others. Parents/guardians will be contacted immediately to properly notify of the student's condition. Students must be removed from school by the parents/guardians or authorized individuals assigned by the parents/guardians within 60 minutes/1 hour of notification.

To return to school following a COVID19 condition, students must have proper written authorization to return to school from the physician or assigned health care provider.

HAND WASHING PROTOCOL

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

HEALTH REGULATIONS

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

Students will be excluded from school if the immunization schedule is not completed within fourteen calendar days after the student's first day of school. Written statements of objection to immunizations due to parent or guardian's philosophical or religious reasons are required. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an APS Emergency Medical Authorization form. These are kept on file in the office and used in emergency situations.

It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours.

Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. All medications must be kept locked in a cabinet and administered by school personnel or school health aides.

A physician's medication procedure request form must be completed, signed and on file in the office before any medication can be given by the clinic staff. Children are NOT permitted to transport any medication to schools. All medications must be brought to school by a parent or guardian. This is critical to the health and safety of all children.

If the physician indicates it is medically necessary for the student to carry medication with him/her, the proper form must be signed to authorize the student keeping that in his/her possession. Should students need to carry prescribed medication during bus transportation,

a physician's written order is required.

Students are not permitted to carry or to self administer non-prescription medication (this includes cough drops, eye drops, or any over the counter medication).

Medication forms for nonprescription and prescription medication are available in the school office and expire at the end of each school year.

Occasionally, it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or, if the student is under a physician's care, when the physician authorizes the child to return to school.

ILLNESS AT SCHOOL

It is important that students are not sent to school if they experience a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours or demonstrating symptoms of the COVID19 virus. Students/families should perform a daily health check prior to reporting to school. Please keep a child home until he/she is symptom-free for 24 hours without benefit of any medication and/or follow the specific COVID19 guidelines for possible return to school. Students who display the above symptoms while at school will be sent home. When notification of student illness at school does occur it is expected that the students will leave the school within 60 minutes/1 hour with their parents/guardians or an authorized individual assigned by the parents/guardians.

IMMUNIZATION POLICY

Unless otherwise exempt, Ohio law requires all students enrolled in public, charter or private schools to be properly immunized. The student immunization record must be on file at the student's assigned school. The full dose must be received at the proper intervals.

Enrollment is not denied due to improper immunization; however, students who are not properly immunized will be excluded from their assigned school fourteen calendar days from the start of the school year unless their immunizations are "in progress."

The list of current required immunizations is printed each year in the Back to School packet mailed to each home. It is also available in the school office or the Office of Student Services at 330-761-2825.

LICE POLICY

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

MEDICAL CONCERNS – ALLERGIES

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

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

GENERAL EXPECTATIONS

EMERGENCY SCHOOL CLOSING AND DELAYS

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

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

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

There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system.

During the summer, each family will be mailed information about the school year, including your emergency medical authorization form. Please fill it out and return it to the school on the first student day. Be sure to update phone numbers throughout the year as it becomes necessary.

FOOD SERVICE

Student breakfast and lunch is served at no cost in our elementary schools. Students bringing lunch from home may purchase milk.

The daily menu, which is subject to change, is available on our website – <http://www.akronschools.com/departments/business-affairs/child-nutrition>.

NOTE: For the opening of the 2020-21 school year, so-called grab and go bagged meals including breakfast and lunch will be provided to students/families enrolled in Akron Public Schools at selected school sites Monday through Friday between the hours of 10 AM-12 Noon.

MULTI-CULTURAL AWARENESS

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

Equity Policy (2260.40)

The board of education in the Akron Public Schools is committed to preparing each child for success. We believe that every student, parent/guardian, and staff member brings his/her own personal background and experience into our schools and we are richer for it. Each has a legitimate expectation to have a barrier-free learning environment counteracting the contemporary and historical impact of bias, prejudice and discrimination which for generations has produced a predictability of learning outcomes based on race, ethnicity, class, socioeconomics, gender, gender identity, sexual orientation, diverse language fluency, religion, and cognitive/physical ability.

The board believes that the responsibility for student success is broadly shared by district staff, families, our community, and our student's own efforts. It is the obligation of the district to embrace the diversity within our district while actively eliminating practices that perpetuate the disparities among our students so that all students have the opportunity to benefit equally.

Parent Involvement

There are many ways to be engaged in your child's education.

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

For other opportunities to be involved at your school, please visit the Community Relations website at www.akronschools.com

COMPLAINT PROCEDURES

It is the desire of the district to rectify any misunderstandings between the public and the district by direct discussions in an informal, timely manner among the interested parties. The APS district procedure for resolving any oral or written misunderstandings or complaints from parents and/or stakeholders concerned with the appropriate delivery of services to children is simple and straightforward. All complainants should first contact the child's teacher, if applicable, to attempt to resolve any issues. If not resolved, the appropriate procedure is to contact the dean of students and or assistant principal (if applicable), then the building principal. In most cases, problems can be quickly resolved at the building level. If not resolved at the building, contact the executive director of elementary education. (General Provisions Regulations, at 34 CFR Sections 299.10-299.12)

RELEASE OF STUDENT PHOTO/MEDIA INTERVIEW

Parent/guardian must sign a media consent form if wishing to grant permission for a child's name, writing, photograph, video, art or quote without limit, reservation or remuneration by the media and/or Akron Public Schools. The release form is available online to be completed upon enrollment or can be revised using the online portal for students already enrolled in the district..

RELEASE OF STUDENT RECORDS

Student records shall be maintained in accordance with board of education policy 8330 and state/federal laws and regulations.

SCHOOL VISITATION -

Visitors, particularly parents, are welcome to our school. Visitors must report to the office upon entering the school to sign in and obtain a visitor's badge. Any visitor found in the building without signing in shall be reported to the principal. Students may not bring visitors to school without prior written permission from the principal. **If you have an appointment or are expected somewhere in the building to assist a teacher, you must wear a visitor badge at all times.**

Parents/guardians may not sit in or visit a classroom without prior permission from the principal. Visits must be mutually agreed upon with the teacher and principal. Per the teacher contract, teachers are to be provided with a 24-hour prior notice of parental classroom visits.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

To assist with the current COVID19 pandemic, visitors to school locations will be limited. All visitors will be expected to follow written instructions as posted at the main entrance at each location prior to entering the building. If indicated in the instructions

visitors will follow listed health requirements such as the required social distancing and wearing of personal facial coverings/masks by all adults and students until there is a change/revision to issued health orders.

TELEPHONE – OFFICE PHONES

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

CELL PHONE AND VALUABLE PROPERTY

In order to avoid disruption of the educational environment and protect APS students' rights of privacy, student possession of personal cellular telephones and camera phones, satellite or electronic communication devices of any kind, laser pointers and attachments, paging devices, beepers, and personal digital assistants ("Prohibited Devices") are prohibited in school facilities during school hours, at school-sponsored events, and on school transportation provided by the district, except with regards to the limited permitted exceptions expressly set forth below in this policy. Student possession of personal radios, headsets, portable compact disc players, portable DVD players, handheld computer games, and iPods ("Absolutely Prohibited Devices") are absolutely prohibited in school facilities during school hours, at school-sponsored events, on school transportation provided by the district, except with regards to the limited permitted exceptions for school-sponsored events expressly set forth below in this policy (APS board policy 5136).

Students riding bicycles to school must lock the bikes to the school bike rack.

Students should not bring items of value to school. The school will NOT be responsible for items including, but not limited to cell phones, that have been lost or stolen.

CHROMEBOOKS/HOTSPOTS/TEXT/LIBRARY BOOKS/MUSIC INSTRUMENTS/SCHOOL FEES

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

School-owned band and orchestra instruments are also to be treated with care. Parents will be assessed for lost, stolen or damaged instruments.

Non-payment of assessed fees and other school fees will result in the withholding of the student's grades and credits.

SPECIAL NOTICES

DISTRICT INFORMATION SOURCES

The district's web address is: www.akronschools.com. Access to each school's web page, district departments, child nutrition menus and meeting information is available through this web page. There are additional resources for your student to use at home through the APS Portal.

FEDERAL/STATE/LOCAL COMPLIANCE

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact district Compliance Officer, Dr. Robert Kubick, at 330-761-3151.

Akron Public Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to access their student's educational records and to request corrections to such records in accordance with Board Policy/Guidelines 8330.

SAFE SCHOOL HELP LINE

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

Title IX Policy

NOTICE:

The Board of the Akron Public Schools District does not discriminate on the basis of sex in its education

program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) are:

Kathy McVey
Executive Director of Human Resource
330-761-2945
10 N Main, Akron Ohio 44308
kmcvey@apslearns.org

Wanda Lash
Director of Student Support Services and Security
330-761-2734
10 N Main, Akron Ohio 44308
plash@apslearns.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at:
https://www.akronschools.com/departments/human_resources and
<https://www.akronschools.com/cms/One.aspx?portalId=409163&pageId=590803>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Mason CLC's Behavior Expectations

	Responsible	Respectful	Ready to Learn	Proactive Measures
Hallway	*Keep hands and feet off walls - Stay to the right	*Walk quietly with hands to self *Leave personal space in lines	*Quickly go to class	*Greet students and one another in the hallway. *Stand in designated areas and greet students at the door.
Restroom	*Flush the toilet *Wash your hands *Use 1 squirt soap and 1 paper towel *Put used paper towel in the trash can	*Respect privacy of others *Keep hands and feet to yourself *Leave restroom and outer area clean	*Quickly use restroom	*Staff supervise the restroom breaks. *Praise students for following expectations.
Cafeteria	*Sit at assigned tables *Stay in line *Keep floors and tables clean *Hands up and quiet mouths	*Speak in a voice level 1 or 2 to your neighbor *Wait for your turn in lunch line *Keep hands and feet to yourself	*Follow staff directions	*Supervise students until all enter the cafeteria.
Recess	*Stay inside the designated play area *Stay away from the Parking Lot *Do not talk to strangers *Listen for signal and line up on time	*Keep hands and feet to yourself *Use equipment safely and correctly *Return equipment to the cart	*Quietly walk to your line when you hear the whistle blow *Enter building quietly *Follow staff directions	*Pick up students on time at the end of recess.

Gym Dismissal Car Riders, Walkers	*Sit at assigned grade level line - cell phones/chromebooks put away *Wait until your name is called to line up *Keep all items inside your bookbag	*Speak in a voice level 1 or 2 to your neighbor *Keep hands and feet to yourself	*Follow staff directions	*Staff keep students calm in designated line until called
Safety Protocol	*Come to school with a mask *Wear your mask to cover your mouth and nose *Put your mask back on when you are finished eating or drinking *Maintain a reasonable distant from classmates *Social distancing	*Politely ask for a mask if yours breaks or is misplaced *Keep hands and feet to yourself	*Follow staff directions	*Keep reminding students the importance of wearing the mask and wearing it correctly

Mason students will do their best to learn, behave, and display good character every day - Attendance Counts!

Dear Parent/Guardian,

Akron Public Schools is pleased to share its 2022-2023 APS Elementary Student Handbook with you. Clear, precise communications with parents/guardians is of the utmost importance. This handbook contains valuable information about our district and school policies. Please keep this in a convenient place and refer to it as needed throughout the school year.

If any of our policies or practices are changed during the school year, that information will be sent home directly with students.

Your input is important and helpful. Please send your comments or questions to me at any time regarding this handbook or any information that is sent home. Our teachers, staff and I look forward to working with you to make this a successful school year for your child.

Sincerely,

Mrs. Kochis

Principal

Mason CLC

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

STUDENT HANDBOOK AWARENESS STATEMENT

We have received the Akron Public Schools Student Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. Parents are required to inform the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

Date: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Teacher Name: _____

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