

HARMAR SCHOOL
100 Fort Square
Marietta, OH 45750
(740) 374-6510
(740) 376-2465 Fax

MISSION STATEMENT

***The Harmar School Community will work together
to be respectful, responsible, and ready to learn.***

Maintaining a positive and safe school environment is a responsibility shared by everyone in the school community. The policies and procedures in this handbook identify some of these responsibilities. Please review the Harmar section and use the Table of Contents to locate other information. **It is especially important to be familiar with procedures for arrival, dismissal, and visiting the school.**

ARRIVAL TIME

1. Supervision begins at 8:50 A.M. Students line up by grade level to enter the building.
2. Students should not arrive before 8:50 A.M. unless special arrangements have been made with the principal.
3. Note that there is no supervised play on the playground before school.
4. Parents may be asked to delay the arrival of a student whose behavior is frequently a problem.

BELL SCHEDULE

8:50	Entrance bell
9:00	Tardy bell
1:20	End of lunch recess for grades K & 1
1:30	End of lunch recess for grades 2 & 3
1:40	End of lunch recess for grades 4 & 5
3:35	Announcements
3:40	Prepare for dismissal
3:50	Dismissal

BIRTHDAY AND HOLIDAY CELEBRATIONS

Holiday treats are provided through the PTO homeroom mothers according to the treat guidelines. Birthday treats are shared at lunch.

Students may **not** distribute party invitations at school unless the invitation is extended to all members of the class. Students must obtain permission from the classroom teacher before distributing invitations.

BUS CONDUCT

When the principal is aware that a student has reached a level beyond one bus conduct, the student will be required to write a letter of apology to the bus driver.

DISCIPLINE

General Play Rules

1. Bubbles may not be used during a regular recess period. Such activity may only

occur under the direct supervision of a teacher when other classes are not on the playground.

- a. Do **not** bring to school the following or similar items: guns, knives, fireworks or explosives, skates, skateboards, whistles, trajectory toys, remote control toys, tape players, headsets, hand-held electronic games, super balls and collectible cards.
- b. Bicycles must be in rack and may not be ridden on the playground.
- c. For batting, use wiffle balls only. Tennis balls and soft rubber balls are acceptable for catching and throwing.
- d. Do **not** chicken fight or carry another student.
- e. Do **not** play tackling games of any kind.
- f. Do **not** throw stones, snowballs, mulch, or sticks.
- g. **No** fighting, swearing, pushing, spitting, or name-calling.
- h. Respect other people's property and clothing.
- i. Do **not** play Red Rover or Dodge Ball.
- j. Do **not** play games that imitate violent actions, i.e. stabbing, shooting.

School Rules

1. Specific playground and building rules are explained to each class by the teacher and teacher aide.
2. Copies of these rules are available upon request.

Classroom Rules

1. Classroom teachers are responsible for establishing rules and consequences with their classes.
2. The discipline plan specifies a hierarchy of consequences.
3. The plan specifies at what level the principal is involved. Severe disruptions require immediate attention.
4. Copies of the plan will be filed with the principal, posted in the room, and sent to parents

Consequences

1. Consequences increase in severity commensurate with the frequency of offenses.
2. Consequences may include but not necessarily be limited to disciplinary measures described in Disciplinary Responses to Student Misconduct.

DISMISSAL

1. Walkers exit the large gate near the Safetytown area of the playground. We ask that the students walk to the corner of Gilman and Market before crossing the street.
2. Bus students will line up at the designated areas and be dismissed by the duty teacher.
3. Students being picked up by parents will exit the gate at the upper end of the playground, cross Fort Square and Crawford to the parking area across from the school.
4. Parents who drive are asked to park beside, not blocking, the gravel drive used by the buses to exit to Gilman Street.
5. Students are **not** dismissed to the river side of the building.
6. Parents picking up students are asked to meet their child on the playground or in the designated parking area, **not** the classroom door.

Students are dismissed at 3:50 P.M. All students are dismissed to the playground side of the building.

It is the parent's responsibility to notify the school, preferably in writing, of any changes in their child's dismissal. Without notification of a change, your child will be required to follow his/her regular dismissal procedure.

Students are not permitted to remain alone on the playground during school hours or after school hours waiting for a ride. Bus duty teachers will not leave students on the playground.

Walkers will be sent home. When the buses have gone, any student still waiting for a ride will be brought to the office. Parents will be expected to come inside for the student.

EARLY DISMISSAL

Early dismissals are permitted for doctor's appointments or other good reason. Parents must sign our students in the office. Parents are **not** to go to classrooms. Upon returning to school the same day, the student must report to the office and sign in before going to class.

HARMAR PIONEER & HARMAR JR. PIONEER

The **Harmar Pioneer Award** is given at the end of each grading period to outstanding students in grade three through five. Students must meet criteria in the areas of scholarship, citizenship, and school attitude.

The **Harmar Junior Pioneer Award** is given at the end of each month to outstanding students in kindergarten through second grade. Students must meet criteria in the areas of citizenship and school attitude.

HEALTHY SNACK & WATER BOTTLES

Because our lunch times begin late, students may bring a healthy snack to have during a time designated by the classroom teacher. Healthy snacks include crackers, raisins, veggies, fruit and nuts. Please do not send anything that must be eaten with a spoon. Cookies, sugary treats, pudding and chips would not be considered a healthy snack.

Students are encouraged to bring water bottles. A clean dry sock on the water bottle will prevent drips and puddles of water on the desk. Water bottles should be filled at school or carried outside the backpack to prevent spills on class work and books.

LIBRARY

Kindergarten students begin checking out books at the end of October. All grades may check out two books each week. However, if the book is not returned at the next week's library period, the student may not check out another book. Parents will be billed for lost or damaged books.

LUNCHROOM RULES

1. Follow directions the first time they are given.
2. Use proper manners.
3. Demonstrate respect for others, students and adults.
4. Follow stated lunchroom procedures.

LUNCHROOM PROCEDURES

1. Gather food, drink, needed items before entering lunchroom.
2. Raise your hand if you need help or permission to leave your seat.
3. Glass containers and cans of pop are **not** permitted in student's lunches.
4. Sit at designated table for your class.
5. Do **not** sell or swap food. Due to a concern for food allergies, students **will** eat the lunch arranged by their parent.
6. Students who have a parent/guest for lunch will eat at a table on the stage. Lunch guest are asked to avoid the fourth Monday of each month, September-April, as the stage is reserved for the Terrific Kid Lunch.
7. Food leaving the lunchroom must be contained and taken home at the end of the day. Uneaten food may **not** be taken to the playground.
8. Use soft voices to talk at lunchroom table.

LUNCH TIMES

Kdg.	12:30-1:00 LUNCH; 1:00-1:20 PLAY
Grade 1	12:40-1:00 LUNCH; 1:00-1:20 PLAY
Grade 2	12:45-1:10 LUNCH; 1:10-1:30 PLAY
Grade 3	12:50-1:10 LUNCH; 1:10-1:30 PLAY
Grade 4	12:55-1:20 LUNCH; 1:20-1:40 PLAY
Grade 5	1:00-1:20 LUNCH; 1:20-1:40 PLAY

Students may have longer than the stated period to eat. However, most students are ready to leave the lunchroom at the end of the period.

Students who walk home for lunch every day need one note from parents saying the student is to come home every day.

Students who walk home for lunch **some** days need a note from parents **each** day the student is to come home for lunch.

PARKING

Limited staff parking is available on the riverside of the school. Parents, volunteers, and other visitors are asked to park in the parking lot between the Doll and Toy Museum and the former Train Museum. This parking area belongs to Marietta City Schools.

PARTNERS IN EDUCATION

Our partners play an active role in supporting the educational program through a variety of activities. In 1993 the **Lafayette Hotel** was recognized as an Outstanding School Partner by the Ohio School Volunteer/Partner Awards Program. In 1995, the **Harmar Merchants Association** and **Harmar Place** joined our school partnership. **Dimex** became a partner in 2004.

TERRIFIC KIDS

The **TERRIFIC KIDS** program, sponsored by the Marietta Kiwanis Club, is designed to motivate, encourage, and recognize positive attitudes and self-discipline. Each letter of **T-E-R-R-I-F-I-C** represents a characteristic which students will need to move successfully into the world of work and to become tomorrow's leaders.

TRADING, BUYING, SELLING

1. Students may **not** give, trade, buy, or sell items to other students.
2. Students may **not** give/loan money to other students.

This policy does **not** prevent students taking orders from staff to support activities/organizations, i.e. Scouts, 4-H, booster groups.