

Southeast Local Schools

Elementary Handbook

The purpose of this handbook is to help you and your child better understand elementary school and how it relates to you. It has been compiled for the following reasons:

- To give you a workable knowledge of living and learning
- To help you realize your responsibility in the education of your children
- To acquaint you with the staff and faculty
- To help you become familiar with policies and activities
- In hopes that you will read the handbook to or with your child

All Southeast Local Elementary Schools have developed a handbook reflecting board policies to bring a cohesive way of doing things in our district. We hope you will keep it in a handy place for future reference. If you have any questions or want additional information, please feel free to contact the principal at any time. Everyone strives for the "positive" and promotes student success through positive reinforcement and encouragement. Through this, we hope you will find you are part of a happy and friendly school that is dedicated to meeting the educational needs of all children.

The entire Elementary staff wishes each of you a very successful and educationally rewarding school year.

Apple Creek Elementary	330-698-3111
Fredericksburg Elementary	330-695-2741
Holmesville Elementary	330-279-2341
Mt. Eaton Elementary	330-857-5313

A

ATTENDANCE

Student absences are recorded in missed school hours. Truancy categories and the criteria for each are as follows:

- Habitual truant- 30 consecutive hours absent without an excuse
- Monthly excessive truant- 38 hours absent in a month with or without an excuse
- Monthly habitual truant- 42 hours absent in a month without an excuse
- Yearly excessive truant- 65 hours absent in a school year with or without an excuse
- Yearly habitual truant- 72 hours in absent in a school year without a legitimate excuse

Parents will be informed of their child's school attendance by phone call, letter, or face to face meetings. If a student's absences surpass the criteria of habitual truant, monthly habitual truant, or yearly habitual truant, the school shall develop an Absence Intervention Plan (AIP). This plan is developed in an effort to reduce or eliminate further absences. Walkers and students dropped off by parents shall enter building at

the assigned location.

Absences: The following are examples of excused absences:

1. Personal or family illness
2. Doctor or dental appointments, if they cannot be arranged after school hours; parents must turn a note from the Doctor into the school office
3. Death of a relative
4. Observance of religious holiday
5. Quarantine
6. One (1) approved family vacation up to 5 days maximum-District policy

The following absences need to be requested from the principal two weeks in advance:

1. Family trips or vacations, up to 5 days maximum
2. Specific cases arranged between the principal and parent

Late arrival or Early Pick-up by Parents

A student arriving after 9:00 a.m. must be brought to the office to be signed in by the parent. Students leaving school during the school day must bring a signed note from the parent and give it to their teacher. When the parent arrives to pick up the child, they must report to the office and sign the child out. If the child returns to school that day, the same procedures must be followed upon arrival to sign them in again.

Parent Pick-up at end of day

For the safety of our students, parents are to remain outside the building when coming to pick up their children at the end of the day. Students will be dismissed to them.

ACCEPTABLE USE POLICY

All students at the elementary buildings that use the computers must have an Acceptable Use Policy (AUP) form on file. Inappropriate technology use is subject to the consequences outlined by the District Acceptable Use Policy.

B

BICYCLES

Bikes must be parked in designated racks. All bikers must wait to leave with walkers. The school cannot be responsible for ensuring that bikes are not damaged or stolen while parked at school.

BIRTHDAYS

Birthdays are special occasions for young children. If your child wishes, they may bring treats for the class. Birthday party invitations may not be brought to school and dispersed.

BREAKFAST

Breakfast is provided daily to students in grades K-6 in the school cafeteria. Students need to report to the cafeteria upon arrival at school. Reduced and free lunch guidelines also apply to breakfast; students eligible for free lunches receive free breakfast; students eligible for reduced lunches receive breakfast at a reduced rate.

BUILDING/GROUNDS USE

In order to use the school building outside of the school day, an application form must be completed and returned to the building principal. Application forms are available in the school office.

BUSES

It is the goal of the Southeast Local School District to provide bus transportation as safe as possible. The "Student Code of Conduct" governs student behavior at school and on the school bus. It is the responsibility of each student to comply with expected conduct of behavior. Bus drivers have a major responsibility while driving a school bus loaded with students. The following regulations have been adopted for everyone's safety. The following are bus rules for all students at all times. Please talk with your child about this important issue and stress your support and expectations as they ride the bus. We will be emphasizing the following rules:

Be Kind

1. Hands & feet to yourself
2. Use nice words
3. Listen to the adult in charge

Be Safe

1. Enter/exit the bus with walking feet
2. Sit in your seat and face forward

Be Responsible

1. Keep all items in your backpack

Bus Discipline Guidelines

School bus transportation is a privilege. When a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the principal. Parents will be called when there has been a suspension of riding privileges.

C

CARE OF SCHOOL PROPERTY

This is our school. We are proud of it. In order to maintain our pride, we must keep it clean and attractive. Students are responsible for the proper care of supplies, furniture, equipment, and buses.

CHILD ABUSE AND NEGLECT

The Ohio Revised Code Section 2151.421 requires any professional school employee to report suspected child abuse or neglect to Children's Services immediately. The school does not investigate such cases and makes no other decisions in this regard. All referrals are confidential.

CODE OF STUDENT CONDUCT

Student Responsibility

The Ohio Revised Code (3313.661) specifies that the school has the right to expect reasonable behavior from students. It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others. Consequences for improper conduct are posted in each classroom and outlined in this handbook.

Code of Conduct

- Rule 1:** Violation of federal and state statutes on school premises or involving school activities.
- Rule 2:** Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages and other dangerous or illegal drugs.
- Rule 3:** Contributing to and encouraging disruptive behavior, including, but not limited to fighting.
- Rule 4:** Creating a disturbance
- Rule 5:** Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors and other employees of the district.
- Rule 6:** Intentional, negligent, or careless defacing, damaging, or desecration of school or private property.
- Rule 7:** Intentionally giving incorrect information to faculty, staff or other employees of the district.
- Rule 8:** Gambling
- Rule 9:** Use and/or possession of tobacco in any form
- Rule 10:** Intimidation of faculty, staff, employees, visitors or students of the district.
- Rule 11:** Use of profane or vulgar language or gesture to the faculty, staff, employees, visitors, or other students of the district.
- Rule 12:** Theft
- Rule 13:** Cheating
- Rule 14:** Truancy
- Rule 15:** Tardiness
- Rule 16:** Leaving school property or any assigned location prior to specified dismissal.
- Rule 17:** Throwing food, liquids, or any article in the cafeteria.
- Rule 18:** The unauthorized throwing of any object, including snowballs.
- Rule 19:** Concealing or threatened use of weapons, look-alike weapons or any object which might be considered a dangerous weapon or instrument of violence including mace or any other threatening device or substance on school property, in a school vehicle, or at any school-sponsored activity.
- Rule 20:** Commission of an immoral act.
- Rule 21:** Willful violation of the student responsibilities as established by the Southeast Board of Education.
- Rule 22:** Wrongly discharging an alarm system.
- Rule 23:** Failure to serve an assigned detention.
- Rule 24:** Hazing and/or sexual harassment.
- Rule 25:** Public display of affection.
- Rule 26:** Being in an unauthorized school area.
- Rule 27:** Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video, and technology.
- Rule 28:** Failure to follow rules as set forth in the Student Handbook.
- Rule 29:** Repeat offenses or flagrant violations of any school rule.

CONFERENCES

Parent/teacher conferences are formally arranged for the First Semester and again in the Second Semester of each school year. Detailed information is sent home to you in advance to schedule the times and dates. All parents are urged to participate in the conferences. It is our goal to have 100% participation at both first and second semester conferences. Teachers or parents may also request a conference on an "as needed" basis. We ask that you make prior arrangements to meet with the teacher through a phone call or note. Impromptu conferences during classroom instruction time are not appropriate.

CUSTODY CASES

Senate Bill 140 requires that parents inform the school anytime the custody of a child changes. If a court order exists concerning the legal custody of your child, the parent or guardian who has legal custody must provide the school office with a copy of these directives and a letter indicating who has access to the child during the school day. A letter from an attorney is not acceptable. It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults. The school cannot provide protection beyond the law. If we do not have those papers on file we assume that rights are extended to all parents. We will follow the legal paperwork most recently decided by the court and on file.

D

DISMISSAL PROCEDURES

If there is a change in plans from the routine of your child's daily transportation, a note or phone call is required from home. Phone calls must be received by 3:00pm. Students going home with another student must have those plans in place prior to the beginning of the school day. Only under emergency circumstances will students be permitted to use the phone to make these plans during the school day. This is done for your child's protection.

DRESS CODE

Good sense, good taste, and cleanliness shall govern choice of dress. Parents are asked to assume the responsibility of seeing that their children are properly dressed for school and the weather conditions. Dress and grooming must not disrupt the learning process.

- No midriffs or bare torsos may be showing.
- Only fingertip length shorts, skirts, and dresses may be worn.
- Any article of clothing advertising alcohol, tobacco, weapons, or any obscenity is strictly prohibited.
- No underclothes are to be visible with jeans or pants.
- No spaghetti straps permitted.
- Except for religious or medical reasons, caps, hats & scarves must be removed when inside the building.
- Students must have appropriate clothing and footwear for outdoor recess and play.

E

ELECTRONIC DEVICES

Electronic devices i.e. cell phones, video games, and tablets are not permitted during school hours. If a student needs to bring a cell phone to be used after school, it must be turned off during school hours and kept in their bookbag. Teachers may allow students to use electronic devices for educational purposes. The school is not responsible for lost or stolen devices.

EMERGENCY INFORMATION

The Ohio State law requires an Emergency Medical Authorization Form from each student. This enables parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This is very important when parents cannot be reached. It will also alert school personnel to medical problems that may require special treatment. Students who become ill or injured during school hours may come to the school clinic for help. Depending on the nature of the illness, a student may rest in the clinic for a period of time or a parent is notified to take the child home. No student will be allowed to leave the building without the permission of a parent, guardian, or another person (as noted on the Emergency Medical Authorization Form) designated to assume responsibility when a student is ill. If any changes are needed on the Emergency Medical Form, please inform the school.

EMERGENCY CANCELLATIONS AND EARLY DISMISSALS

- If school is canceled for any reason, usually because of bad weather conditions, it will be announced on WQKT (104.5 FM) and WQMX (94.9FM) radio stations, TV channels 3, 5, 8, 19 and the Southeast School District website at www.southeast.k12.oh.us
- Southeast Local Schools also uses the Blackboard Connect calling system. Please make sure your phone numbers are current and up to date with the school office.
- If school must close early on a given day due to inclement weather, or other emergency, it will also be announced on these sites. Please talk to your child about what they are to do in case they must return home early. This may be to call you, go to a neighbor, etc. Feel free to call the school if you have questions. The school must be notified if normal plans are changed.

EMERGENCY DRILLS

Fire, tornado, safety, and other emergency drills are held periodically. Instructions in drill procedures are posted in each classroom and reviewed periodically with all students. Please remind your child that these are practice drills for everyone's safety.

G

GENERAL SCHOOL EXPECTATIONS

At Southeast schools we follow the "5 Be" expectations of good character:

- **Be Responsible**
- **Be Safe**
- **Be Respectful**
- **Be Kind**
- **Be Cooperative**

GRADING

Report cards are issued after the end of each nine weeks for students in grades Kindergarten-grade 8. To keep families informed of concerns about students' progress between report cards, interim reports may be given upon parent request or as needed. There is one regularly scheduled parent/teacher conference day each semester, however, conferences to discuss students' progress or concerns may be requested by either the school or the parent at any time.

GUM, FOOD, AND CANDY

Gum and candy are only allowed with teacher permission. Soft drinks are not permitted in the cafeteria.

H

HARASSMENT

It is the Southeast Local School's policy to prohibit harassment of one student by another. Harassment means to create a situation where a student is afraid and does not feel safe. This fear can be the result of, but not limited to the following:

1. Verbal or physical threats
2. Name calling
3. Pictures/drawings
4. Notes
5. Signs
6. Hand motions
7. Repeated teasing
8. False rumors

Harassment may or may not have sexual meanings. Continual harassment is prohibited and may result in suspension or expulsion.

HEAD LICE

Students will be checked for head lice by the school health nurse or by other school personnel as the need is indicated during the school year. When students are found to have had lice or nits (egg cases) present in their hair, parents will immediately be called to pick up the infested students. Infested students must be properly treated and proof of treatment (box, label, or receipt) must be provided to the school before these students can be readmitted to class. Students hair will be rechecked upon their return to school to ensure that they are free from lice and nits before they are readmitted to classes. The Board reserves the right to require a written statement from the students' physician or from the public health department, indicating that the student is free from lice and nits before being readmitted to classes. (Approved by SE Board: October 19, 1998 File JHCC-R). Children are expected to return to school with clear heads within two calendar days. Days after that will be counted as unexcused absences.

HEALTH INFORMATION

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while their resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

Fever: If a child's temperature is 100 degrees or greater, he/she should remain home until child has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

Vomiting and Diarrhea: Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. Antibiotics ordered for an infection are to be taken until all medication is gone. Only when these directions are followed is a germ completely eliminated from the body.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a lice shampoo, and all nits have been removed.

Impetigo: Blister-like lesions, which later develop into crusted puss-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and the sores are no longer draining.

Pinkeye: Redness and swelling of membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes have stopped.

HOMEWORK

Homework is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. In addition to nightly reading, the amount of time that students should regularly be spending on homework is designed not to exceed 10 minutes per grade level. (i.e., 2nd grade = 20 minutes). If a child consistently has more than this amount of homework per night, please discuss this with your child's teacher.

I

IMMUNIZATION LAW (RC3313.67-3313.6711)

In compliance with the Ohio Compulsory Immunization Law, all students who do not have evidence of proper immunization will be excluded from school after 14 days.

INTERVENTION

RTI (Response to Intervention)/MTSS (Multi-Tiered Systems of Supports) teams meet as needed to give teachers and parents assistance in working with specific students with special learning and/or behavior concerns. All students being considered for special education must first be reviewed and then referred through RTI/MTSS. Not all students receiving intervention will be identified for special education services. The philosophy of the team is that by working together, we can make a bigger difference.

L

LANGUAGE

Children are expected to speak English at all times except in foreign language classes.

LIBRARY LOAN POLICY

Students are encouraged to use the library at school. Books may be checked out for use at home. The student is responsible for returning the book in good condition by the due date. If books are not returned on time, students will receive verbal and written notification of overdue book(s). Parents are asked to pay

for the book(s) if they are not returned. Students may not check out additional books until overdue book(s) are returned or replacement costs are paid.

LOST AND FOUND

The office provides bins for lost articles. Please label your hats, coats, boots, gloves, balls and lunch boxes. Lost items such as money, wallet, watches, glasses will be kept in the office until claimed. The school is not responsible for items lost. If items are not claimed by the end of the year, they will be given to a needy family, a Goodwill store, or People to People.

LOCKERS AND DESKS

Lockers and desks are school property and are subject to search by school officials at any time.

LUNCH PROGRAM

Lunch is served daily. Anytime money is sent to school, please put it into an envelope and write on it what it is for, the child's name and grade, and the amount. For your convenience, the school office provides printed envelopes. Please use one envelope per week per family. Or you can use the My School Bucks online program to pay for lunches. This can be accessed from the school website.

Elementary school meal charge limits:

- Paid lunch status students may charge up to \$17.50 (equivalent of 5 lunches & 5 breakfasts)
- Reduced lunch status students may charge up to \$3.25 (equivalent of 5 lunches & 5 breakfasts)

When a student has reached the charge limit they will be given an alternative lunch until the negative balance is paid in full. They will not be served a breakfast. An alternative lunch will consist of a sandwich, vegetable or fruit, and milk. Parents/guardians will be notified of negative balances by letters sent home with students or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances. The lunch policy description is provided at the back of this handbook.

FREE AND REDUCED LUNCHES

Applications for free and reduced lunches are distributed at the beginning of the school year. If any changes in income occur during the school year, please contact the school office for a new form.

M

MEDICATION

The primary responsibility for the administration of prescription drugs and other medication to their children is with the parent. Times for the administration of such medication should be done whenever possible to avoid school hours. If this is not possible, parents may come to school to administer medication to their children by notifying the school. School personnel will only administer drugs, prescribed by a physician, to any student during school hours in accordance with board policy and state law. This includes prescription and over-the-counter medication such as Tylenol, cough syrup, or cough drops. Medication must be received in its original container, labeled with the student's name, name of medication and the proper dosage. The proper medication form must accompany the medication before personnel can dispense it to a student. The school's role in the administration of this policy is one of cooperation with the parent and student. We will follow these guidelines for the protection of your child. Note: New request forms must be submitted each year and as necessary for any changes in the medication order.

N

NEWSLETTERS AND NOTICES

From time to time, notices will be given to your child. Please encourage your child to bring notices home. Newsletters will inform you of many school activities and projects. Please note school calendar for the days that schools will be closed or students will be dismissed early. Reminders will be sent.

P

PARENT TEACHER ORGANIZATION

Each elementary school has an active parent organization, which provides valuable service and support to the school. Parents are encouraged to become active members. There are many different opportunities for parents to volunteer in the schools.

PROMOTION and RETENTION

The promotion and retention of each student in the Southeast Local School District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of multiple factors.

PROPERTY (Personal and School)

Students are discouraged from bringing to school excess money or expensive personal items. The school is not responsible for lost or broken articles. Each student is expected to assume responsibility for the care and cleaning of the school. If there is damage to school property or equipment (textbooks, computer equipment, buses, etc.), the offender will assume the total cost for repair or replacement.

PUPIL ENRICHMENT PROGRAM

The Pupil Enrichment Program (PEP) is for intermediate grade students who qualify for the program based upon State and District criteria.

R

RECESS

This time of the day is just as important as the classroom time so all students are required to go to recess unless that privilege is taken away for school conduct. Students may not stay in at recess unless an adult is available to supervise in the classroom. All teachers have noon and recess responsibilities, therefore supervision of the child cannot be guaranteed. We will be going outside for recess unless the wind chill is less than 20 degrees F.

S

SCHOOL HOURS

Arrival time for students.....8:45 a.m.
School begins.....9:00 a.m.
Dismissal.....3:30 p.m.

SAFETY TIPS

The following rules are enforced by the school for the safety of your child:

1. After a child arrives at school, he/she will not be permitted to leave the school grounds for any reason unless accompanied by a parent or an individual designated by the parent. Parents must notify the school with a written note if someone will be picking up the child other than himself or herself. If a child leaves the school property on his/her own, without permission, parents and/or police authorities will be notified immediately.
2. The school is not responsible for walkers after they leave the school grounds.

SPECIALS

All students are regularly scheduled for classes in the following Special areas: music, art, physical education, and library.

T

TARDY

Students who arrive after 9:00 a.m. must report to the office with a parent to sign in and obtain an admittance slip. Excessive tardiness and absences may result in further disciplinary action.

TESTING

Standardized achievement tests and competency tests, as required by Ohio law, are given to Southeast Local students at specified grade levels. These tests also enable the school staff to monitor student progress and strengthen the curriculum.

V

VISITING SCHOOL

We invite you to visit the school. For the safety of our students and staff, all visitors must come to the main office and sign in. Conferences should be arranged in advance at a time when the teacher does not have a child or children in the room or is not on duty elsewhere. Parents are not to visit classrooms unannounced. Please make an appointment with the teacher.

VOLUNTEER PROGRAM

The primary goal of our volunteer program is to enable the school district to offer its students an increasingly rich educational experience, despite ever increasing obstacles that must be overcome. It's been designed to increase parent and community involvement. You can get involved in our volunteer program by contacting either the school or program coordinator for the district.

W

WALKERS

All walkers walk independently to school, without supervision from school personnel. After school, all are expected to wait until an adult dismisses them. The school is not responsible for walkers and bikers after they leave the school grounds.

WEBSITE

Southeast Local Schools has a website which can be accessed at www.southeast.k12.oh.us

WITHDRAWAL OF PUPILS

When you are planning to move, it is essential that the school be notified as soon as possible. Southeast Local Schools does not give out records to parents/guardians to take to the new school. The parent/guardian is to fill out a records release form when they enroll at the new school and it will be mailed directly to our schools. A copy of the child's immunization records will be given upon request if lost or stolen. All school materials must be returned and all fees paid in full.