

WELCOME TO NOLLEY SCHOOL!

This handbook is designed to give you and your child some helpful information about our school. We hope you will take time to read it carefully and review it with your child. We sincerely hope that this booklet will serve as a helpful guide to our daily activities, as well as a hearty welcome to your school.

Please call 330-882-4133 if you have any questions. Also for up to date information about Manchester Local Schools you can visit our website at www.panthercountry.org or on Twitter (X) @NolleyElem.

Mrs. Christina Pappas, Principal
and the Nolley Elementary School Staff

SCHOOL PHILOSOPHY

The Nolley School staff is dedicated to providing the best possible education for your child. Each student brings unique abilities, interests, and attitudes to the school setting. The aptitudes and strengths of all our students must be discovered and nurtured. We strive to meet the intellectual, physical, social and emotional needs of our students. We sincerely hope that these first years of your child's formal education will serve as a firm foundation for the coming school years.

Our school is using *The Leader in Me* program as an introduction to personal leadership. All students have the capacity to lead in their own lives and affect those around them by making positive choices. *The Leader in Me* provides students with activities to help them learn practical character and life skills that will lead to those positive choices. Written to appeal to their age level, students are presented with fun activities designed to get them thinking.

Your child is about to embark on an exciting journey, and our hope is that you will ask your child how he or she is doing along the way. This program gives you an opportunity to engage, hands-on, in what your child is learning and will lead to many "teachable moments." Having your child re-teach the content to you will give him or her an even deeper understanding and will give both of you an opportunity to learn together!

The "Parent's Place" is available at www.TheLeaderInMe.org. Here you will find ideas to use at home to reinforce your child's learning and involve the family in a fun, interactive way.

MISSION STATEMENT

LEADERSHIP BEGINS HERE

I am the conductor of my life. I use the 7 Habits to keep my engine going, to stay on the right track, and live a purposeful life.

SCHOOL-WIDE EXPECTATIONS

1. Respect adults, students, and property
2. Treat others the way you want to be treated
3. Hurt no one on the inside or the outside
4. BE A LEADER!

Each set of classroom rules can be found in the individual teacher's Open House material.

SCHOOL HOURS

7:55 Car rider drop-off begins
8:10 First buses begin to arrive
8:25 Tardy bell
3:00 Car riders dismissed
3:10 Bus dismissal

Office hours are 7:30 a.m. - 3:45 p.m.

STUDENT ARRIVAL

Students should not be dropped off at school before 7:55. **NO SUPERVISION** is available before that time. If you are transporting your child to school, please drop students off in the back at the first set of doors. Buses begin to unload at 8:10. The tardy bell rings at 8:25. Students who arrive after the bell will be marked tardy unless the bus was late. If your child is tardy, you must stop by the office to sign in your child.

LEAVING SCHOOL BEFORE DISMISSAL

If it is necessary to pick up a child before dismissal because of a doctor's appointment or a family emergency, the parent shall report to the school office to sign out their child. The secretary will contact the child's teacher at that time. A note sent with the child, informing the teacher of the time of pickup would be appreciated.

Tardy is defined as - arriving at school between 8:25 and 8:35
Partial is defined as - arriving at school between 8:36 and 10:05
Partial is defined as- leaving school between 1:14-3:10
Half day absence is defined as - arriving at school between 10:06 and 1:40 P.M.

WITHDRAWAL FROM SCHOOL

Once it is certain that a parent will be withdrawing a child, a call to the school office should be made a week in advance. School records will be forwarded when we receive a release of records form, signed by the parent, from the new school.

ATTENDANCE

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up. There is no substitute for the actual

participation in the daily classroom discussion and work. Perfect attendance means zero minutes/days absent and zero times tardy.

ILLNESS

1. Children should not attend school if they have a fever, rash, obvious symptoms of cold or flu, or if they have vomited during the night. Please be prudent in your decisions concerning this area. If you choose to send your child to school, they will participate in all activities with the rest of the class (e.g. recess and gym). A student may return to school once:
 - a. Fever free for 24 hours without having been on medication (ex. Tylenol, Acetaminophen, Ibuprofen, Motrin, etc.)
 - b. Free from vomiting for 24 hours
 - c. Free from diarrhea for 24 hours
2. Communicable diseases should be reported to the school office when they occur. Children should remain home until all symptoms of the disease disappear or a written release from the doctor is submitted.
3. A note from your family doctor restricting physical activity for gym and recess is requested in cases of sprains, breaks, concussion, or illness.
4. Teachers will provide students with makeup work when the student returns to school. Students will have a day to make up assignments for each day they miss. Please contact the teacher if additional time is needed.
5. If you desire homework for a child who has been absent for four or more days, please contact the school office in the morning at the time you report your child off ill from school. This will give the classroom teachers time to gather assignments and have them ready in the office for you to pick up after 3:10 P.M.

EMERGENCY MEDICAL CARE

1. At the start of the school year, parents must update medical authorization forms on Final Forms. If your child has a medical condition which could require emergency attention, please notify the school office by completing the appropriate portion of the emergency medical form. Contact the school nurse if you have any questions.

IMMUNIZATION

1. All pupils must have up-to-date immunization records on file in the school office. If you are unsure if your child's immunizations are up to date, please contact our school nurse.
2. The law requires that failure to comply with immunization requirements shall result in exclusion from school.

ADMINISTRATION OF MEDICATION

Circumstances sometimes dictate that it becomes necessary for the school to administer a medication either over the counter or prescribed. If this occurs, an official school form must be completed by a medical provider and signed by a parent or guardian. PLEASE DO NOT SEND MEDICATION with your student. A parent must bring the medication to the office.

TARDINESS

Any student arriving at school after 8:25 will be considered tardy. All tardies will be considered unexcused unless they meet the approved criteria for an excused absence. Missing the school bus or oversleeping is not considered an excused tardy.

ABSENCES DUE TO VACATION

Vacations should be planned when school is not in session. It is not recommended for students to miss school because of vacation. If alternate arrangements cannot be made, a notice should be made to the principal's office prior to the absence. Teachers will save work that has been missed during the vacation that can be made up after the student returns. Work will not be provided prior to your vacation. Parents need to complete the Application for Vacation one week prior to the vacation. These forms are available at www.panthercountry.org.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of supplies, technology, furniture, equipment, and buses. Any student who disfigures property, books, breaks windows, or otherwise causes damage is subject to school discipline and responsible for payment if necessary.

DRILLS - TORNADO, FIRE, AND LOCKDOWN

Fire drills are held once a month during the school year. The evacuation procedure is discussed with the students on the first day of school. An evacuation route is posted in each classroom.

Tornado drills are held monthly during the tornado season. Upon hearing the signal, the students enter the hallway or designated areas, assume the safety position, and remain silent until the all clear is sounded.

We will be conducting required evacuation, lockdown, and safety drills. The purpose of these drills is to practice moving the teachers and students to a secure, locked position inside the building or what to do in the event of an evacuation.

PERSONAL APPEARANCE

Parents are asked to use good judgment when choosing clothes for school. The principal maintains the option of correcting any student judged to be dressed inappropriately. Children may be sent home for violations of dress guidelines.

1. Dresses and shorts need to be fingertip length.
2. No T-shirts using inappropriate language or pictures.
3. Wear sensible shoes (no high heels or flip flops please).
4. No extreme hairstyles, like mohawks, or unnatural colors.
5. No hats or caps will be worn except during recess.
6. No spaghetti straps or bare midriffs.
7. No make-up.

STUDENT CELL PHONES AND ELECTRONIC DEVICES

If a student possesses a cell phone, it is to be placed in the student locker and turned OFF upon arrival to school and not removed until the end of the day. If a student has a cell phone out of their locker during the school day, it will be taken to the office and the parent will need to pick it up. A student may come to the office and use the phone if they need to contact their parents.

Smartwatches, headsets, iPads, hand-held gaming devices, and any other web-enabled devices of any type are not to be used during the school day. We are not responsible for broken, lost or stolen items. There are no locks on student lockers.

PARENTAL CUSTODY

1. If a court order exists concerning the legal custody of your child, please provide the school office with a copy of these court orders and a letter indicating who has access to the child during the school day. This shall also be indicated on the emergency card. (If getting copies is a problem, bring the original to the office, and we will copy them for you.)
2. 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.
3. Please send self-addressed stamped envelopes if student information is to be sent to an additional address.

PLAYGROUND SAFETY

For the safety of all the students, we have established certain rules that shall be followed by all children using the playground. These rules are reviewed during the first week of school and periodically as necessary during the year. Repeated disregard of safety rules by a student will result in the loss of playground privileges. If you would like a copy of our playground rules, please contact the office.

OUTSIDE RECESS

Recess is an important part of the school day. Children need exercise and fresh air. They will go outside except for rainy days or when the temperature, including a wind chill factor, falls

below 20 degrees. Please dress your child appropriately according to the daily weather forecast. Parents or visitors are not permitted to be on the playground during recess time. This is for the safety of our children.

SCHOOL - HOME COMMUNICATION

It is essential that the home and school work together for the best interest and welfare of the child. Two-way communication is vital. Parents are encouraged to give the school input and feedback concerning their child or programs by calling, sending a note, or making an appointment for a conference.

Some of the ways that we attempt to keep you informed are:

1. The PANTHER TEL AGRAM is a district newsletter that is published periodically in "The South Side Leader".
2. Phone calls and emails will be sent to parents through FINAL FORMS. Please make sure your contact information is up to date.
3. A STUDENT BEHAVIOR REFERRAL FORM is mailed home whenever a child is sent to the office for a discipline problem. The form explains the problem and the action taken.
4. Parents will also receive copies of BUS CARDS that are issued to their child. This is our attempt to keep you informed of any problems that may be occurring on the bus.
5. Please visit www.panthercountry.org for current information about Manchester Local Schools or on **Twitter(X) @NolleyElem**.
6. PROGRESS BOOK is an online grade reporting system that Nolley teachers use. Parents may contact the office to obtain a username and password to view their child's academic progress.
7. ONE CALL NOW will be used to send out text alerts and phone notifications for building and district information.

CONFERENCES

Two formal conferences are scheduled during the year. Teachers meet with all parents during the October conferences. You will be given a chance to choose a convenient time during Open House. March conferences are often teacher initiated, but feel free to request a conference at any time if you have questions or concerns.

INTERIM REPORTS

Interim reports are available **online** midway between report cards. They are designed to make the parents aware of specific concerns about progress in a particular area.

REPORT CARDS

Report cards are sent home with the children approximately a week after the end of each grading period. Report cards are issued four times a year for grades one through five and twice a year for kindergarten. Parents are to sign and return the tear off strip at the side of the report card inside the brown envelope provided.

RETENTION POLICY

It is the belief of the faculty and administration of Nolley Elementary School that all children can be successful. To that end the staff has put into place factors to ensure that success as a student transitions from grade to grade and building to building within the Manchester Local Schools. A student will be promoted to the succeeding grade level when they have completed the course requirements at the presently assigned grade, in the opinion of the student's teachers and achieved the instructional objectives set for the present grade. Students will have demonstrated sufficient proficiency to permit them to move ahead of the educational programming of the next grade and demonstrate the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade. There are three (3) levels of grade movement at Nolley that a student can attain in their academic progress; (1) unconditional promotion, (2) conditional assignment, and (3) retention.

A student who fails one (1) core class will be assigned to the next grade. Assigned means that they are promoted to the next grade with conditions. Students who fail two (2) core classes may be promoted to the next grade with the condition that they successfully complete tutoring and/or summer school. If a student fails three (3) or more core classes, they will be retained.

The State of Ohio requires all third graders to pass a reading level benchmark by the end of third grade. If a child fails to meet the minimum promotion score, the child will automatically by law be retained in third grade for one year.

MANCHESTER LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT (THIS CODE COMPLIES WITH ORC 3313.661)

The Board of Education of the Manchester Local School District has zero tolerance for student conduct that is violent, disruptive, and/or inappropriate, including, but not limited to, truancy. Violation by a student of any one of the following rules of conduct will result in disciplinary action(s), which may include oral warning, written warning, detention, parental contact, rearrangement of schedule, referral to legal authorities, emergency removal, suspensions, and/or expulsion.

Expulsion - (Generally the student is removed from school or up to eighty (80) school days, which may result in loss of credit for such time.)

Suspension - (The student is removed from school for up to ten (10) school days.)

The items in the code are inclusive for all students while on school property, or while under school authority, on school buses or during a school activity, function, or event whether on property owned, rented or maintained by the Manchester Board of Education or property owned, rented, or maintained by another party.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians or media clerks, substitute teachers, teacher's aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors or other authorized school personnel.

School suspension, also known as DAC (Disciplinary Action Class), may be assigned to students who violate rules in the student handbook. All school work is to be done in DAC, and students are monitored by teachers.

Grounds for disciplinary action(s) shall include, but not be limited to:

1. **ASSAULT, ASSAULT AND BATTERY** or threat thereof to any school personnel, student, visitor, or any other person.
2. **FALSE ALARM**, including fire or bomb threats.
3. Use, possession, concealment, or transmitting of **ALCOHOLIC BEVERAGES** on school property (including buses), or at any school sponsored activity.
4. Illegal use, possession, concealment, or transmitting of any **NARCOTIC, DRUG, OR OTHER MIND-ALTERING SUBSTANCE, CAFFEINE, OR SUBSTANCE PURPORTING TO BE ANY OF THE ABOVE**, on school property (including buses), or at any school sponsored activity.
5. **DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. **ARSON OR ATTEMPTED ARSON** to any building or property belonging to the Board of Education.
7. **POSSESSION, USE, OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury.
8. **POSSESSION, CONCEALMENT, USE, TRANSMISSION, OR THREATENED USE OF WEAPONS**, or any other object which might be considered a dangerous weapon or instrument of violence.

EMERGENCY DISCIPLINE PROCEDURE

We believe that each Nolley School student has the right to learn in an environment that is safe. Occasionally a student may become disruptive. When this occurs, we follow this plan:

1. If a student disrupts the learning process with
 - a. noncompliance
 - b. threats
 - c. violent behavior
 - d. disrespect

he/she will be immediately removed from the situation and parents will be contacted.

2. If a negative behavior pattern continues, in-school and out-of-school suspension will be utilized. Students will be provided with school assignments.
3. In extreme cases, out-of-district suspension will be employed.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (Board Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. 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
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

BUS RIDING PRIVILEGES (Board Policy, 5610.04)

Suspension of Bus Riding/Transportation Privileges states the following: Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student.

SCHOOL VISITATION

1. It is required that you sign in at the office upon arrival at the building. At no time are unauthorized persons allowed to go to the classroom. This is a safety measure for your child.
2. If you must get a message or deliver an item to your child, you must do so through the school office. No one may go to the classrooms for any reason without authorization from the office. Again, this is a safety measure for your child.

3. Visitors are not permitted to eat lunch with students.

CLASSROOM VOLUNTEERS

Nolley School appreciates the dedication of our parents. The PTA volunteer program is an important aspect of our educational process. If you would like to volunteer at Nolley School, please contact the Nolley PTA. If you are interested in volunteering in your child's room, please contact the homeroom teacher first to determine if this option is available to you.

PARTY INVITATIONS

Please do not send birthday party invitations with your child to school unless the entire class is invited. This is upsetting to young children when they are excluded from a classmate's party.

WORKBOOKS AND TEXTBOOKS

Textbooks are loaned to students during the year. Students are responsible for keeping the books in good condition. If any of these materials are lost, destroyed, or misused, the student responsible will be expected to pay the replacement cost for that item.

Workbooks are also used at all grade levels for skill reinforcements. Fees for these workbooks will be collected during the first semester. Report cards will be held until fees are paid.

Third and fourth graders' hardback books should be covered by the second week of school.

LIBRARY BOOKS

Students have the opportunity to visit the Nolley library each month to check out books. Books are to be cared for and returned on time. Students are required to pay for lost books. Report cards will be held until book fines are paid.

PARTIES

Three holiday parties are scheduled throughout the year; Halloween, Christmas, and Valentine's Day. Three room mothers assist the teacher with each party. Party volunteers will be organized by the PTA.

CAFETERIA LUNCH PROGRAM

All students have the opportunity to purchase a hot lunch daily, or pack their own lunches and purchase milk. Students may pay with cash or put money on their account to make purchases in the cafeteria. Each student is assigned a six-digit pin number to use with their account. There is no borrowing in the cafeteria. Price information will be announced in the August newsletter. A menu is sent home the first of each month for your information.

Free and reduced price lunches are also available to those families who meet certain financial criteria. All students receive a form at the beginning of each school year containing information

about the free and reduced lunches. Parents who feel they might qualify should return the completed form to the principal. Additional forms are available at www.panthercountry.org.

Students are expected to behave properly in the cafeteria. Students are to use quiet voices, to clean up after themselves, place trash in the proper container, and speak respectfully to all cafeteria employees.

BREAKFAST PROGRAM

Nolley will offer a small breakfast to students each morning. Students will eat in the cafeteria. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast. A menu will be sent home each month.

SCHOOL CLOSING

In cases of severe weather or emergencies, school closings will be communicated through the Manchester emergency call line through One Call Now.