

Northeastern Local Schools
Elementary/District Student Handbook
2024-2025

Dear Parents & Students,

The staff wishes every student to have an enjoyable and productive school year. The opportunities at school are many, but you, as students, must share in the responsibilities of these opportunities. You are encouraged to take full advantage of the education provided to you and are expected to treat all staff and classmates with respect. As young, maturing students you are responsible for your appearance, behavior, and how you treat others and the school property.

As parents, we welcome your suggestions and feedback. The input you provide to us is valuable as we make educational decisions or revise policy. Please do not hesitate to call us with any concerns you may have.

The information contained in this student handbook is intended to provide for the safety and education of all the students. The staff and administration encourage the parents and students to read and familiarize themselves with the guidelines in this handbook. When you register your child through FinalForms you will be asked to confirm you have read and understand the Elementary Student Handbook and the [Northeastern Local Schools Student/Parent Handbook](#), which are both found online at www.nelsd.org. If you need a copy of the Northeastern Local Schools Student/Parent Handbook or the Elementary Student Handbook, please contact your child's school office.

Respectfully,

Rob Shaffer – Kenton Ridge Elementary Pk-1

Drew Snyder – Kenton Ridge Elementary 2-4

Aubree Kushmaul - Kenton Ridge Elementary 5-6

Lori Swafford – Northeastern Elementary Pk-5

GENERAL INFORMATION

Elementary School Office Hours – (7:00 a.m. – 3:00 p.m.)
School Hours – (7:45 a.m. – 2:10 p.m.)

Northeastern Local Schools Central Office
4435 Bosart Road
Springfield, Ohio 45502
(937) 325-7615

Northeastern Elementary
140 West Main Street
South Vienna, Ohio 45639
(937) 346-0840
(937) 346-0842

Kenton Ridge Elementary
2250 Montego Dr.
Springfield, Ohio 45503
(937) 342-4627
Fax: (937) 390-0013

ACTIVITY FEE / SCHOOL FEES

The cost of school fees for 2024-2025 will be \$55.00 for all students PK–6. This fee helps pay for consumable supplies used in the classrooms throughout the school year. The school fee is payable at the beginning of the school year. If you are unable to pay your school fee by October 1st please contact the office regarding an extension. In special situations, payments can be arranged with the office. Tech fees are also applied for all 3rd through 6th grade students. The cost of this fee is \$50.00 in addition to the school fees.

A form must also be signed by anyone seeking to take home a computer.

ARRIVAL AND DISMISSAL

The building will be open for elementary students at 7:25 a.m. Students are asked not to report to school before 7:25 a.m. If a child must arrive at school before 7:25 a.m., please contact the elementary office. There is a Latchkey Program available to help meet the needs of parents. Elementary students will be dismissed at 2:10 p.m. If your child is not picked up by 2:25 p.m. they will be sent to our Latchkey Program and charged the registration fee and hourly rate, or the proper authorities will be contacted. It is very important to let your child know where to go or what to do after school to avoid confusion at the end of each school day. Parents picking up their child/children are asked to wait outside the exit door where their child enters the building. Please do not wait inside or at the classroom door.

Northeastern – 7:25 a.m./2:10 p.m.
Kenton Ridge - 7:25 a.m./2:10 p.m.

ATTENDANCE

In order for a student to be successful at school they must maintain regular attendance. According to the Ohio Revised Code, the following absences are to be considered a legal absence – personal illness, critical illness in the family, death of a relative, quarantine of the home, observance of a religious holiday, or any other reason which the principal may deem justifiable. Parents/Guardians are to notify the office by 9:00 a.m. if the child will not be attending school. Upon their return to school, a student must also bring in a written excuse. This note should indicate the reason for the absence. If a student is absent from school due to illness, they are not permitted to participate in or attend after-school programs.

ATTENDANCE POLICY, EXCESSIVE ABSENCE, & TARDIES

The Northeastern Local School District (NELSD) believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the district works hand-in-hand with staff, parents/guardians, and internal and external transportation providers, to facilitate daily student attendance to maximize student achievement in a safe environment. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

House Bill 410 (HB410) was passed into law by the Ohio General Assembly in December 2016-changing the way school districts monitor student attendance across the state. According to the bill, schools will now keep track of absences by hours (including tardiness) as opposed to missed days. The term "chronic truant" has been removed from absence legislation and replaced with:

Habitual Truant-Defined as any student of compulsory school age who has been absent without a legitimate school excuse for absences of (Ohio Revised Code 2151.011 (B) (18)

- 30 or more consecutive hours
- 42 or more consecutive hours in one school month
- 72 or more consecutive hours in one school year

Excessive Absent-Defined as a child of compulsory school age who is absent with or without a legitimate excuse from the public school the child is supposed to attend for (Ohio Revised Code 3321.191 (C) (1):

- 38 or more hours in one month
- 65 or more hours in one school year

Absence Intervention Plans (AIP)

An AIP will be assembled for every student who has been identified as Habitually Truant as a means to bridge logistical gaps in arranging and maintaining that student's daily attendance. AIP's are to be created within 14 days of an absence that pushes a student's total hours. Each Absence Intervention Plan will be individualized to meet the needs of each student. In the event that a student has failed to make progress on their attendance office will be required to file a complaint in juvenile court within 61 days of the plan's implementation date.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- such good cause as may be acceptable to the Principal or Superintendent

Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is

questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the board office.

Making up of Tests and Other School Work

A student with an excused absence from school shall be granted the opportunity to make up work missed and receive credit within specified time guidelines. It shall be the **responsibility of the student** to hand in the work missed within the number of days absent plus one day upon his/her return to school. Make-up work not turned in within the make-up period may not be accepted, and the student may receive zeros. **Assignments/tests assigned before the student's absence are due upon the student's return to school.**

Requests for Homework Assignments

For absences of more than three (3) days, a call may be made to the Office to request assignments from teachers. Since it takes a full day for assignments to be secured, it is important that the call be made as soon as it is determined that the absence may be a lengthy one

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

- A suspended student may/ may not be allowed to make up schoolwork missed due to suspension and may receive no credit for work assigned on days missed.
- The student should consider completing missed assignments during the suspension and turn them into the teacher.
- The student may be given credit or partial credit for properly completed assignments and may receive credit or partial credit for any made-up tests.

Unexcused Absences

A student shall be issued an unexcused absence when not attending school for reasons other than those accepted as excusable by the state of Ohio. Unexcused absences will be recorded as either Truancy or Unexcused, and the student may receive zeros for the work missed that day. Attendance Review According to Ohio Revised Code: NELSD will enforce the Ohio Revised Code in reference to school absences.

Tardiness Elementary Level

A student who is not in his/her assigned location by the official start time shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. A tardy will be counted in 15 increments limited to 30 minutes. A tardy exceeding 30 minutes will be counted hourly.

BREAKFAST

- Breakfast is served from 7:20 a.m. – 7:40 a.m.
- Breakfast is not available to be served on 2-hour delay days
- The breakfast menu is posted on our district website.
- Kindergarten-8th Grade Price: \$2.20

BUILDING USE

Several community groups have in the past used our schools, particularly the gymnasium, and fields, after school hours. The following general guidelines should be known by all groups who are interested in using the gym and/or grounds:

1. We wish to get as much community use out of our facilities as possible. However, our school programs have priority. A group may not sign up for longer than a three (3) month time period.
2. All groups must have papers filled out and signed by the principal one (1) week prior to the activity. This includes a copy of an insurance policy provided by the group listing Northeastern Local School District as an "additional insured".
3. When a regularly scheduled custodian is on duty, and we feel that there would be no extra work for him/her, there will be no custodian fee or rental fee charged to school/community groups.
4. In times of inclement weather and snow removal needs to be done, then the group is responsible for a four (4) hour minimum charge.
5. School Board Policy, Section 7411: Under no conditions will a school building be opened except that there be some person in charge who is regularly employed by the Board of Education and who is directly responsible to the Principal of the building.
6. Organizations are required by law to be responsible for any damages.
7. For fees and more information, contact the school office.
8. Parking is to be in the designated parking areas (No parking in the grass)

BUSES & TRANSPORTATION

Plans for your child's transportation to and from school need to be submitted to the school office prior to the start of school if your child is being picked up or dropped off anywhere other than their home address. We recognize that there are emergency situations that can occur. Therefore, any changes to the transportation plan on file must be made to the school office prior to 12:00 p.m. to ensure your child is notified of the change.

Students are expected to follow the bus rules and conduct themselves in a safe manner at all times while at bus stops and while riding the buses. **Parents are responsible for the conduct and supervision of students until the student boards the bus in the morning and after the student leaves the bus at the end of the school day.**

For the safety of all students, the following rules will be enforced:

1. Pupils must arrive at the bus stop BEFORE the bus arrives, and wait clear of traffic.
2. Pupils must go directly to the seat assigned to them, keeping the aisle clear, and remain seated.
3. Pupils must observe the same conduct as in the classroom and obey the directions of the driver.
4. Pupils must not use profane language.
5. There is to be NO eating or drinking on the bus.
6. Please refer to the Board of Education policies and procedures for any other disciplinary actions that could result in a suspension or expulsion per the adopted Board of Education guidelines.

Students who do not follow the bus rules will be issued a misconduct notice by the bus driver. Three (3) bus misconduct notices may result in the student's being suspended from the bus. Parents will be informed in writing each time their child receives a misconduct notice. Students are not to walk between the buses. Students can be refused transportation for misconduct and it then becomes the parent's responsibility to have the child in legal attendance at school. Video cameras are used on school buses and the film may be used for discipline procedures.

The discipline procedure for bus misconduct is as follows:

First Offense: the bus driver will submit a discipline form to the Principal, who may talk to the pupil about the misconduct and inform the parents in writing.

Second Offense: the Principal may talk again with the student and inform the parents in writing.

Third Offense: should there be a third time, the Principal may notify the parents, in writing, that the privilege of riding the bus has been revoked for a period of 1-10 days per occurrence.

Any severe violation could result in an immediate suspension.

The following are the policies for bus pick-up and drop-off as outlined in the School Board Policy.

1. All bus stops must be arranged on a semester basis. The school needs a set schedule that does not change.
2. Daily changes of an emergency nature will only be accepted if they are sent via email or by direct phone call from the parent/guardian and approved by the Principal's office. (Approval will be based on the space availability on the bus.)
3. Latchkey students may not ride middle school or high school buses except in cases of emergency.

Parents are asked to make other arrangements when temporary scheduling problems arise so that students can be picked up and dropped off at the same locations. The transportation department will only permit students to go home with other students if they already ride the same bus. Students are only allowed to get off at a different stop, with a note from each of the student's custodial parents.

CANCELLATION & SCHOOL DELAYS

In the event of bad weather which causes the schools to close or to delay opening, every attempt will be made to contact TV stations 2, 7, & 22. **Also, we will continue to use the district website and Parent Square notification system to announce delays and cancellations.** However, in the event that the system is not working properly, please check your local radio and TV stations mentioned above. Please listen to one of these stations for school-related information rather than trying to call the school. Listen and look for **NORTHEASTERN LOCAL** School District.

CHEATING & PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable, but is not limited to:

- putting yourself in a position or opportunity to cheat or plagiarize
- copying another student's homework
- working with others on projects that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from your test or quiz
- using any other method to get/give test or quiz answers
- taking a test or quiz in part or in whole to use or give others
- copying information from a source without proper attribution or credit
- taking papers from other students, publications, or the internet

Disciplinary measures include but are not limited to, redoing assignments/retaking tests, receiving a failing grade, receiving a lower grade in the class, detention, suspension, or expulsion.

CLASSROOM MANAGEMENT

Rules, expectations, and procedures may differ in each classroom, but all grade levels have a discipline system for their classrooms. Each homeroom teacher will pass out a discipline system at the beginning of each school year.

CONFERENCES/CLASS VISITATION

The staff encourages parents to be active participants in their child's education. There are two scheduled conferences during the school year. Parents wishing to discuss a concern with a teacher before or after school must first report to the elementary office, which is open from 7:00 a.m. to 3:00 p.m. The office staff will contact the teacher to arrange a conference. Also, we encourage parents to visit their child's classroom at any time. Please make arrangements with the office or staff member 24 hours in advance.

CUSTODY

Parents must inform the school whenever the custody of a child changes. The school requires that a copy of any and all court orders affecting custody be on file in the school office. **The custody paper must be signed by an officer of the court for it to be considered valid.** The school cannot interfere with the rights of any parent without such documentation on file.

DISCIPLINE

In order for a student to receive a quality education, he/she must conduct himself/herself in a proper manner while at school and on the school bus. Students are expected to respect staff members and other students at all times. We hope that encouraging students to follow a few basic rules will help make school a pleasant place for everyone. **Students are not to commit any act that substantially disrupts learning, teaching, or the orderly conduct of the school.** Offenses may lead to but are not limited to a conference with the principal, a phone call home, serving a (recess or after-school) detention, a loss of privileges, or a possible suspension or expulsion from school. Further discipline information and policies are explained in the "**Northeastern Local School District Student/Parent Handbook**".

1. No fighting or pretending to fight.
2. No weapons are to be brought to school or on school property. (Weapons include such things as pocket knives and **look-alike weapons**)
3. Alcohol and drugs are not permitted. This includes tobacco products and vapes.
4. Treat others with respect.
5. Safety first. No rough-housing in the building or on the playground; walk inside.
6. Respect the property of others.
7. Food is to remain in the cafeteria. No gum in the building.

Disruptive Conduct: (Further explanation is in the "**Northeastern Local School District Student/Parent Handbook**") If conduct distracts or disrupts a positive learning environment, the student can be removed from the classroom by the teacher with permission of the Principal or his/her designee. The student may also be subject to the suspension process. Schools have the authority to discipline for activities that take place at any school event whether it is on or off the school premises. Disruptive behavior includes but is not limited to:

1. The use of profane, threatening, or indecent language.
2. The possession of smoking materials and all types of tobacco during school hours or at school activities. Confiscation of the tobacco or smoking material will take place.
3. Gambling on school property.
4. Hazing or coercion of another into an act that causes or creates a risk of causing mental or physical harm to any person.
5. Theft or attempt to take the public property of the school district or of another student, teacher, visitor, or employee of the district. The student is expected to make full restitution.
6. Insubordination or the refusal to obey reasonable directions given by school personnel. This includes the refusal to leave a class or report to the office.
7. Forgery or the use of the name of another person or falsifying times, dates, grades, addresses, or other data or correspondence whether verbally or in writing.
8. Threats, intimidation, or harassment of another student or staff member.

Dangerous Conduct: Intimidating, threatening, degrading, or disgraceful acts toward a teacher, student, visitor, administrator, or Board member, whether verbal, in writing, or gestural is not permitted. Pupils whose conduct may be dangerous to others are subject to emergency removal and may be subject to suspension or expulsion procedures. Dangerous conduct includes but is not limited to:

1. Possession of prohibited property on the school premises at any time. (alcoholic beverages, unprescribed or illegal drugs, volatile or intoxicating substances, counterfeit drugs, weapons, **look-alike weapons**, fireworks)
2. Fighting or altercations during school hours, or at school functions, or on school premises.
3. Property Damage: Damage to any school property such as textbooks, library books, materials, or equipment will be paid for by the person who damaged the item. Pupil

- records and reports may be withheld until all such obligations are satisfactorily met.
4. Threats, intimidation, or harassment of another student or staff member.
Habitual or Multiple Offenses of any portion of the school conduct code/bullying policy may be subject to emergency removal, suspension, and/or expulsion.

DRESS CODE

Proper dress and grooming contributes to and are a part of the educational process. The principal is vested with the authority to make judgments as to the appropriateness of attire and personal grooming as it relates to the best interest of the total educational program. Students should be neat and clean at all times. Clothing or attire that is attention-getting or causes a disruption will not be permitted. A student in doubt should discuss the clothing with a teacher or administrator before wearing the item.

We ask that parents help students make decisions on appropriate clothing for the weather. Students are expected to go outside for recess, weather permitting when the temperature is 20 degrees or above.

1. No visible tattoos or body piercing (other than earrings).
2. Clothing is to be in good repair. Shorts, skirts, and dresses should be of appropriate length and fit for school activities. Pants and shorts are to be worn at the natural waist with no underwear exposed. Pants are not to have frayed ends or drag on the ground where they could cause a hazard. Pants and shorts need to be hemmed or cuffed. There should be no holes in clothing that would expose skin and/or underwear.
3. Clothing with unacceptable or inappropriate messages, slogans, and/or pictures are not permitted. If the clothing item is disruptive or interferes with the educational process then it will not be permitted.
4. Proper footwear is required. For the safety of all students, shoes should be tied at all times.
5. Shirts cut below the armpit must be worn with an accompanying T-shirt.
6. Unnatural hair coloring or haircuts that disrupt the educational process will not be allowed.
7. Shorts will be permitted with the following guidelines.
 - Shorts are not to be short/shorts(mid-thigh) or too tight.
 - There are to be no biker shorts, boxer shorts, or nylon/spandex shorts.
 - There are to be no cut-offs. Shorts should be hemmed at the bottom and not frayed.
 - There are to be no shorts under shorts unless tailored this way.

ELECTRONIC DEVICES (Wireless Communication Devices)

Students may possess wireless communication devices (WCDs) in school, on school property, during after-school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Parents/Guardians are advised that the best way to get in touch with their child during school hours is by calling the school office.

Please see the "**Northeastern Local School District Student/Parent Handbook**" for more information regarding WCDs.

FIELD TRIPS

Field trips are scheduled throughout the school year, and are recognized as an educational opportunity. Parent permission must be obtained before a child may go on the field trip. The Field Trip Permission Form is found on Final Forms and may be completed when registering a student. Without the Field Permission Form, a child will not be allowed to go on the field trip. Behavior, attendance, or academic concerns may prevent a student from going on the field trip. Field trips are for the students in a particular class or grade. Siblings are not permitted on these trips. Students must ride the bus to and from the school when the trip is during the normal school day.

FINES

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades. In the event the fee/fine is not collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection.

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire or the position in the classroom to take cover for bad weather.
2. Walk, do not talk, move quickly and quietly to the designated area.

GRADE CARDS

Kindergarten through 12th grade students will be issued online report cards. At the end of a grading period, families will have access to the online report card. Parents may still request a paper report card by contacting the office.

To view online report cards;

1. Log into your Parent Access account
2. Click on REPORT CARD (left side)

Grade cards are issued approximately one week following the end of a grading period. Grade cards are marked according to the Northeastern Local School District Policy. Each student will receive grades for each subject area. Both "D" and "F" grades are unsatisfactory grades and may merit consideration for parent conferences, extra support at home and school, and the possibility of retention. The final determination for retention will be made according to the Northeastern Local School District Policy.

GUIDANCE

The purpose of the guidance program is to help each student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping students feel at home in our school.
2. Individual conferences whenever a student, a teacher, or the counselor deems necessary.
3. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

HALLWAY BEHAVIOR

Common courtesy rules apply in the hallway:

- Walk in the hallway
- Voice Level: Zero (No Talking)/One (Whisper) (Yelling or loud voices are not permitted in the halls)
- Keep your hands, feet, and other objects to yourself
- Jumping is not permitted
- Keep hands and feet to yourself- no shoving, hitting, tripping, or kicking.

HARASSMENT / BULLYING

Harassment of a student by another student or by a teacher or staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Students who engage in sexual harassment on school premises or off school premises at

school-sponsored activities will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

No student shall be involved in the use of insulting, degrading, ridiculing language, taunting, teasing, or even glaring at another person in a threatening manner, on school property or at school functions. Such slurs or insults may come through the use of written words, verbal statements, aggressive actions, symbols, electronic messages, or other forms of communication. Students who feel they have been the victim of or witnessed such an act of intimidation or harassment should report it to their teacher, administrator, or guidance counselor immediately. Staff members will follow guidelines set forth by the district's bullying policy.

LOST AND FOUND

Articles found in and around the school should be turned into the elementary office where owners may claim their property by identifying it. Items not claimed by Christmas Break, Spring Break, and the end of the school year will be donated to a needy organization.

LUNCHES

Type A (plate) lunches are available to all students for a fixed price. Students must receive a plate lunch or bring a packed lunch before purchasing individual items from the cafeteria. No food or drink is to leave the cafeteria. Lunch menus are posted on our district webpage.

1. Students will enter the cafeteria and eat at their assigned tables.
2. Students are to use their indoor voices at all times in the cafeteria.
3. Once a student has been through the line, they are to remain at their assigned table until they are dismissed.
4. A whistle or signal may be used to help quiet the students.
5. Students are responsible for cleaning their area before leaving.
6. Students should not touch other student's food or property.
7. School lunches are closed to visitors.

Kindergarten through 8th grade price: \$2.80

MAKE-UP WORK

Arrangements for make-up work are the responsibility of the student. A student shall have the number of days absent, plus one additional day to make up any missed work. A parent/guardian who contacts the school for make-up work must provide the teacher one day to prepare missed assignments. The school will not compile homework to be picked up until your child records two (2) consecutive days of absence. If you would like to pick up your child's homework on the second day, please call the school before 8:30 a.m. for pick up after 2:15 p.m.

MEDICATION

Any prescribed medication that a child is to take at school must be brought to the office and will be dispensed to the child from the office. Medication must be brought in the original prescription bottle, clearly marked with the child's name. A medication form must also be on file in the office, signed by the parent and the doctor before any medication can be given.

- However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and

physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

- Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building.

From time to time, students have medical needs that could be met at school by giving them over-the-counter medications. Our current School Board Policy will allow the over-the-counter medications listed below to be given without a physician's signature; however, parental consent is still required. Parents will fill out this permission form when registering their student in Final Forms. will allow the process to work better for you, your child, and Northeastern Local Schools (Springfield).

Authorized Over-the-Counter Medications with Parental Consent:

- Acetaminophen (Tylenol/Tempra) - 650mg every 4-6 Hours As Needed
- Ibuprofen (Advil/Motrin) - 400mg every 4-6 hours as needed
- Cough drops - May be given periodically for temporary relief.
- Antacid tablets (Tums) - Two chewable antacid tablets may be given at the discretion of the school nurse for complaints of heartburn or acid indigestion.

Please let your building principal or the nurse know if you have questions or concerns about this matter.

PARTY INVITATIONS

The school and the teachers will not be responsible for party invitations. We encourage that party invitations be mailed or taken to the individual houses. Class time is not to be used to hand out invitations.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

PBIS is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research-based and data-driven. Here is a list of the things you will see as part of our PBIS program:

1. **Clear Expectations:** We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.
2. **Explicit Teaching of Expectations:** We teach all of our students what it is to (SOAR-Jet/ROAR-Cougar):
 - a. **Show Respect/Respect Myself and Others**
 - b. **Own Your Actions**
 - c. **Accept Differences**
 - d. **Realize Your Potential** in all areas of the building. We teach through lessons, modeling, practice, and reinforcement.
3. **Acknowledging when students meet expectations:** When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.

4. **Support for students who do not meet expectations:** We view mistakes as learning opportunities. We use research-based, proactive, and restorative solutions in working with student misbehavior.
5. **Teaching of Prosocial Skills:** We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.
6. **Home-School Partnership:** Together, we are your child's support team. We believe in working with you to support your child's learning and behavior. Your partnership is critical to ensuring all students grow and learn at high levels. Communication between school and home is a vital part of our shared success. Your questions, concerns and ideas are welcome any time by contacting your child's teacher, the school counselor, the principal, or any member of our school team. We will be contacting you as well, to keep lines of communication open and to work together for your child's success.

RECESS RULES

Students should dress appropriately for daily outside recess

If your child has been ill, we will accept a signed excuse from the custodial parent to stay in from recess for up to three (3) days. Beyond three (3) days, we will need a doctor's written excuse.

For each child's safety, the following rules must be followed:

1. All playground equipment and balls are to be used properly.
2. Swings - one person, sitting position only, no standing, no jumping out, no turning or twisting. Students should not be pushing other students on the swings. No climbing up the swing set bars.
3. Monkey bars - no sitting on top or crawling on the top, no chicken fighting
4. Balls - no throwing or kicking against the building or at other students.
5. Jump rope - use for jumping, not for twirling over the head or wrapping around the waist.
6. No chasing and grabbing at other students and their clothing.
7. No play fighting.
8. Go up the ladder, and down the slides (feet first only).
9. No tackle football or rough play during any game.
10. No horse playing that would cause damage to other students and/or their clothing.

RECORDS-CONFIDENTIALITY

Student records are confidential and are protected by law. Only the school staff and the child's natural parents or legal guardians have access to the records. However, the law does not protect directory information including name, address, phone number, age, and weight. Parents may request a hearing to challenge the contents of those records.

RECORDS-PARENT'S ACCESS

Parents requesting access to their child's records must make an appointment in advance, may purchase copies of their child's records, may have the records explained to them, and may request a hearing to challenge the contents of those records.

RECORDS-NON-CUSTODIAL ACCESS

A divorce or a change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request a copy of the child's grade card (if stamped, self-addressed envelopes are provided), permanent record (see above), and the opportunity to hold a teacher conference. However, only the custodial parent has the right to make educational decisions. Stepparents have no rights to records, reports, or conferences unless these rights are stated in writing by the custodial parent.

RECORDS-CHILD CUSTODY

Parents must inform the school whenever the custody of a child changes. The school requires that a copy of any and all court orders affecting custody be on file in the school office. An official of the court must sign the copy. The school cannot interfere with the rights of any parent without such documentation being on file.

TITLE READING

Parent – Student – Teacher Compact

The purpose of the Parent – Student – Teacher Compact, found in Section 1118 of Public Law 103-382 is to build and foster the development of the school-parent partnership to help all children achieve the State's high academic standards. Parents, the child, and the teacher will share the responsibility for improved student achievement.

As a teacher/tutor I will do my personal best to:

- Treat your child with respect
- Provide learning activities that will help prepare your child for the next grade
- Make efficient use of the academic learning time
- Provide suggestions and activities of how you can help your child at home
- Keep in contact with the parent(s) through notes, emails, phone calls, progress reports, and/or conferences

As a parent/guardian I will do my personal best to:

- Help my child arrive at school on time and ready to learn
- Provide a quiet area for my child to do their schoolwork and make sure the work is completed and returned on time
- Communicate with teachers, attend parent-teacher conferences, and encourage a positive attitude toward school
- Encourage my child to obey the school rules and to treat others with respect

As a student I will do my personal best to:

- Attend school regularly and on time
- Complete schoolwork to the best of my ability
- Be a good listener and ask questions when I don't understand
- Do my work at school and home
- Obey the school and classroom rules
- Respect and work well with the other students and staff at my school
- Come to class prepared to learn

VACATIONS

Family vacations or family trips for various reasons are sometimes necessary during the school year. The school encourages parents to make every effort to schedule such vacations during the summer or when school is not in session. If a vacation is scheduled during a time when school is in session, then the parent or guardian shall contact the principal in writing at least one week before the vacation starts. The principal will consider academic and attendance records when determining the requests as excused or unexcused. Vacations that are not approved by the principal shall be considered unexcused and the student may be given zeros for classroom assignments. If make-up work is requested before the trip, parents should make the request to the teacher in writing at least one week in advance. It shall be the responsibility of the student to obtain make-up work assignments and to hand in the make-up work within a period of time upon his/her return to school equivalent to the number of days absent, plus one day.

- **It is important that all students are present during State Achievement Testing. Please contact the school for these dates.**

VISITORS

All visitors must report to the office upon arrival at school. The safety of our students is our ultimate concern, and all visitors must follow these rules. Upon arrival at our office, the staff will assist in meeting your needs. All visitors will be asked to sign in upon their arrival and to wear a visitor's pass during their stay. Please be prepared to show proper identification when picking up a student or dropping off items. Only a person listed on the student's emergency medical form will be allowed to sign out a student. We also ask that all visitors follow the building and classroom rules while here. **All lunches are closed to visitors.**