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*Please return signed handbook confirmation to the school

2025-2026 Springfield Local School District Calendar

Monday, September 1, 2025	Labor Day
Tuesday, September 2, 2025	Teacher Report Day
Wednesday, September 3, 2025	Students' First Day
Friday, October 10, 2025	NEOEA Day (No Classes)
Friday, October 31, 2025	End of First Grade Period
Friday, November 7, 2025	Report Cards
Thursday, November 20, 2025	Parent-Teacher Conferences
Wednesday, November 26, 2025	Compensatory Day (No School)
Thurs/Fri November 27-28, 2025	Thanksgiving Recess
Monday, December 1, 2025	Waiver Day (No School for Students)
Friday, December 19, 2025	Last Day of Class before Winter Recess
Monday, January 5, 2026	Classes Resume
Monday, January 19, 2026	Martin Luther King, Jr. Day (No School)
Friday, January 23, 2026	End of First Semester- 2nd Grade Period
Monday, January 26, 2026	Waiver Day (No School for Students)
Friday, January 30, 2026	Report Cards
Wednesday, February 11, 2026	Parent-Teacher Conferences
Friday, February 13, 2026	Compensatory Day (No School)
Monday, February 16, 2026	Presidents' Day (No School)
Friday, March 20, 2026	Waiver Day (No School for Students)
Thursday, April 2, 2026	End of Third Grade Period
Thursday, April 2, 2026	Last Day of Classes before Spring Recess
Fri/Mon, April 3, 6	Easter Break
Tuesday, April 7, 2026	Classes Resume
Friday, April 10, 2026	Report Cards
Friday, May 8, 2026	Waiver Day (No School for Students)
Monday, May 25, 2026	Memorial Day (No School)
Thursday, June 4, 2026	Last Day of Classes for Students
Friday, June 5, 2026	Teachers' Last Day
Friday, June 12, 2026	Report Cards

DAILY TIME SCHEDULE

8:25 a.m.	Building Open
8:30 a.m.	Teachers in Classes
8:30 a.m.	Students Admitted to Building
8:35 a.m.	School Officially Begins
10:50 - 11:20	Kg Lunch First & Third Grade Recess
11:30 - 12:00 p.m.	Third & Fourth Grade Lunch Kg & Second Grade Recess
12:10 - 12:40 p.m.	First & Second Grade Lunch Fourth Grade Recess
3:15 p.m.	Dismissal
3:40 p.m.	Teachers May Leave Building

SCHOOL POLICIES

ABSENCES, EXCUSES FOR

When a student is not able to come to school, please call or email the school office (330-542-3722) before 8:25 a.m. to report the absence and reason. A message may be left if the call is made when school is not in session. One call or email is sufficient for multiple days. The school will call home if a call is not received. Each student is required to bring an excuse, signed by the parent or guardian, after being absent. These should be clearly marked with the teacher's name, grade level and date of absence. Excuses MUST be turned in within 48 hours (2 school days). After that any absence will be UNEXCUSED.

ABSENCES, PROLONGED

Any absence, extending more than three (3) days, or any questionable pattern of attendance, will be checked by the building principal. You will receive an Attendance Threshold Warning Letter alerting you to the number of absences your child has accrued. The attendance thresholds are as follows:

- Excessive Absences: the student is absent for 30 or more consecutive hours (5 days) with a legitimate excuse
- Excessive Monthly Absences: the student is absent for 42 or more hours in one school month with legitimate excuses
- Excessive Yearly Absences: the student is absent for 72 or more hours in one school year with legitimate excuses

Make up work Policy - students get the number of days out +1 day to complete missed work

ARRIVAL

Students are not to be dropped off at school prior to 8:15 a.m. Students are to report to the cafeteria until dismissed to regular class. If there is an emergency situation, please contact the office and accommodations will be made. Dropoff door closes at 8:35AM. Please report to front office with a parent after 8:35AM.

ATTENDANCE

The following times are used for attendance purposes:
If students arrive between 8:36 a.m. and 9:35 a.m., they are a.m. TARDY.
If students arrive between 9:35 a.m. and 12:00 p.m. they are ABSENT ½ DAY.
If students arrive after 12:00 p.m. they are considered ABSENT A FULL DAY
If students leave before 12:00 p.m., they are ABSENT A FULL DAY.
If students leave after 12:00 p.m., they are ABSENT ½ DAY

CONFERENCES

If you would like to schedule a conference with a teacher or the principal for a time other than the 2 scheduled conference nights, you are to call the school to make an appointment.

DISCIPLINE PLAN, SCHOOL-WIDE

1. Each child will follow the basic daily routine of each classroom teacher.
2. Each child will walk to and from their buses daily.
3. Students will remain in lines while proceeding to various sections of the building.
4. Teachers will keep their children relatively quiet in the halls in consideration of the other classes.
5. Each classroom teacher will have a classroom discipline plan.

PRINCIPAL'S DISCIPLINE PLAN:

1. First visit: Verbal reprimand; record incident in office file.
2. Second visit: Loss of noon recess. (Number to be determined by principal).
3. Third visit: Discipline will be administered depending on infraction.

*For repeated violations or severe infractions, including fighting, harassment, or threatening letters toward students or staff, varying modes of discipline based on input from classroom teacher, parent, and resource personnel will be employed. These may include: Lunch Detention, Recess Detention, In-School Suspension, Out-of-School Suspension, or Recommendation for Expulsion.

SEVERE CLAUSE:

If a child creates a major disruption or severely misbehaves, the child will be sent to the office, where the procedure for Suspension/ Expulsion will be followed, if needed. Possession or use of dangerous weapons (or look alikes - guns, knives, explosives, etc.) or possession/use of tobacco, drugs, or look-alike drugs will result in suspension and possible recommendation for expulsion as determined by the administration.
Students inducing panic verbally, i.e. bomb threat, death threat, etc…, may be subject to suspension and possible expulsion. Format to be followed for Suspension/Expulsion is to be according to Section JFC and JG, of the Rules and Regulations Manual of the Springfield Local Board of Education and ORC3313.20; 3313.66; 3313.661.

NON-DISCRIMINATION/HARASSMENT, BULLYING, HAZING: (po5517)

Students, parents, or guardians may file a written or verbal complaint of suspected harassment, intimidation, bullying, cyberbullying, and hazing with any school staff member or administrator. The written complaint shall be promptly forwarded to the compliance officer (Principal or Director of Special Services) or his/her designee for review and proper action. Students may also report any form of bullying or harassment anonymously by calling the Safer Ohio School Tip Line Report Concerns for Student Safety at 844-723-3764.

This policy applies to all activities in the District, including activities on 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.

Definitions:

- Non-Discrimination/Harassment
- Harassment is defined as "annoying, incessant, critical attacks on another person."
- These can be but are not limited to gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, disability, gender or sexual orientation.
- Intimidation by threats of or actual physical violence; the creations by whatever means, including the use of electronic communication devices, of a climate of hostility or intimidation; the use of language, conduct or symbols in such a manner as to be understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual.

Bullying/Intimidation/Harassment

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group oof 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). 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.

Intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once, the behavior both causes mental or physical harm to the other student and is of a sufficiently severe, persistent or pervasive nature that it creates an intimidating, threatening, or abusive educational environment.

Hazing

Any act or coercing of another, including the victim to perform any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

SEXUAL HARASSMENT (po2266)

Sexual harassment is defined as harassment based on sex and may include "unwelcome physical contact, sexually explicit language or gestures, indecent exposure, uninvited or unwanted sexual advance, or an offensive overall environment including use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories." This section includes any conduct which has the purpose and effect of interfering with an individual's performance or creates an intimidating, hostile, or offensive environment, including public indecency.

PBIS – Positive Behavior Intervention System

Springfield Local Elementary School developed a PBIS model which has been implemented since the 20/21 school year. Our PBIS team developed this model that includes:

- Building-wide common language across all educational settings taught directly to all staff and students
- A constructive, motivating environment that encourages students to make confident choices.
- The PBIS matrix will be used to teach common language across all settings.
- Please refer to the matrix posted in your classroom, hallways, cafeteria, gymnasium or bus.

DISMISSAL, DAILY STUDENT

To provide for your child's safety and welfare, no student will be dismissed from the classroom to the parent. If, for any reason, you must pick up your child, please come to the office and sign your child out. Your child will then be called from his/her room and released to you.

DISMISSAL, EMERGENCY

Each family should have an emergency plan in place. If your child were to be dropped off at home and for some reason no one was there, have a plan and teach your child where to go, and with whom he/she should stay until a parent can be reached.

DRESS CODE

School clothing should be neat, clean and appropriate. Clothing suitable to the weather should be worn during recess and physical education periods. In order for your child to be more comfortable in the classroom, we recommend that you send a sweater or garment that can be worn on days when it might be chilly. It should be clearly marked with your child's name and teacher's name. This garment may be left in the classroom and used as needed. To ensure the safety of our students, flip-flops, clogs, and roller blade shoes will not be permitted. Make-up should not be worn. No hair spray coloring or gels will be permitted. Hair must be natural color. Pants or shorts must be worn at waist - no

sagging will be permitted. Clothes depicting alcohol, drugs, tobacco products, or inappropriate language will not be permitted.

Students will go outside for recess as long as the weather allows and the feels like temperature is 32 degrees or above. Please dress your children appropriately for weather conditions. During inclement weather it is preferred that students wear boots.

DRESS CODE, SUMMER

Summer dress code is in effect April 15th through October 15th.
Principal Discretion will be used for severe weather.
Acceptable clothing: Cargo shorts; Shorts; Hemmed or Cuffed Jean Shorts; Walking Shorts; Light Weight Short Sleeve Shirts; Sleeveless Blouse or Shirt; Sandals with heel straps.

Unacceptable Clothing: Swim Suits; Bicycle Pants; Cutoff Sweat Pants; Halter Tops; Cut Off Shirts; Spaghetti Straps; Tank Tops
No bare midriffs; Jeans/Shorts with holes

EMERGENCY AND TORNADO DRILLS

All students are to follow the designated procedure of their particular teacher and location. Students and teachers should walk quickly and quietly to their designated safety area and remain in position until otherwise notified.
SIGNAL - The air horn will sound signaling an emergency drill.

EMERGENCY MEDICAL FORMS **(due by September 15)**

New Emergency Medical Forms are to be filled out by parents at the beginning of each school year. Any circumstances concerning your child's health should be noted on this form. Please use Final Forms to complete all online forms.
(https://springfieldnewmiddletown-oh.finalforms.com/)

If there is a change in doctor, hospital or pertinent information on this form during the year, **it is the parent's responsibility to inform the school of said change.**

FIRE DRILLS

One of the safety risks in a school building is fire. Therefore, students are urged to be safety conscious and follow the fire drill regulations. Practice drills are held throughout the year.

- SIGNAL - Fire drills are signaled by the activation of an electric fire horn.
- BEHAVIOR - Absolute silence is maintained throughout the fire drill, unless necessity requires it otherwise.
- CORRECT PROCEDURE - Students must leave the classroom and building as quickly as possible. They proceed from the classroom in a single file to the exit their room has been assigned to use, remaining at least 150 feet from the building. WALK FAST! DON'T RUN! Students

remain outside the building until the signal is given to return. Every fire drill should be considered an actual emergency.

HOMEWORK

Assignments are designed so that the majority of the work can be done during the time the child spends at school. First and second grade students will be given a minimal amount of homework.

Third and fourth grade students will be given some homework to develop self-discipline and to enable them to accept more individual responsibility. The intent of assignments is to provide practice and to meet the individual needs of our students.

INTERIM REPORTS

All students in grades one through four will receive an interim report at mid-point between the beginning of school and the end of the first grading period. Thereafter, notices are sent out to parents at mid- quarter of each nine-week period when the quality of the student's work is at or below the level of expectation. They are to be signed and returned to the school.

SPRINGFIELD LOCAL SCHOOLS' MEDICATIONS POLICY

The following policy, concerning the use of medications by students during school hours, was passed by the Springfield Local Board of Education on August 15, 1995. We would ask that you read this policy over carefully and contact your child's school of attendance should you have any questions.

ADMINISTERING MEDICINES TO STUDENTS

The Board disclaims any and all responsibility for the diagnosis and treatment of the illness of any student. The Board recognizes that the attendance of a student may be contingent upon the timely administration of medication duly prescribed by a physician and will permit the dispensation of medication in school only when the student's health and continuing attendance in school so require and when the medication is administered in accordance with this policy. For the purpose of this policy, "medication" means any prescription drug or over-the-counter medicine.

Medication must be delivered to the school in its original, labeled container by the student's parent and must be accompanied by the parent's written request for its administration and the physician's written and signed statement of the medication's name, the purpose of its administration to the specific student for which it is intended, its proper dosage and the time when its use will be discontinued. Medication no longer required must be removed by the parent.

All student medications will be appropriately maintained, administered and secured by the school under the principal's direction.

PETS

Students are not permitted to bring pets or animals to school.

PLAYGROUND RULES, GENERAL

An added dimension of our school is our playground equipment. This equipment adds enjoyment during recess, plus enhances our students' overall physical fitness. Although the advantages of this equipment are numerous, we must take safety seriously and place it at the top of our priorities.

The playground will be fully supervised at all times by ES staff, and students will be fully informed of the rules for this recreation area. In general, playground rules and behavior must be conducive to safe and friendly play. Teasing, arguing, fighting, running in unauthorized areas and any other behaviors which the teacher deems inappropriate will not be tolerated. The overall safety of each individual child is of great importance.

In regards to the equipment, the following rules apply:

- There is to be no pushing, shoving or tackling at any time inside the soft surface area, in or around the swings or near other play equipment for safety reasons.
- Slides are made for coming down. Students should not walk up or jump off slides.
- Students should not jump off swings.
- No toys from home will be permitted on the playground.

**** IMPORTANT****

Students must immediately report to the playground teacher any injury or accident occurring on the playground

PROCEDURE FOR PICKING UP OR DROPPING OFF STUDENTS

It is preferred that students ride the bus to and from school. If you must pick your child up at the end of the day, park in the large parking lot in the front of the building, enter through the front door and go to the office to sign your child out. At Dismissal time, students with someone waiting will be called over the PA system and will meet you in the cafeteria. No parents or guardians will be permitted to ener the building prior to 2:50 to sign students out. Students will be released to parents, guardians or adult family members only. Students will not be permitted to be signed out by siblings from the Intermediate or High School.

If you drop your child off in the morning, please pull up to the cross walk by the cafeteria door where a staff member will be on duty to welcome them into the cafeteria.

RECESS, EXCUSES FOR

If a child is to be excused from recess, a daily note should be sent to the teacher. Recess is very beneficial to the students. Therefore, we ask that students participate in recess on a daily basis. We understand that certain physical problems require that a student remain indoors during recess once in a while, but we ask that this privilege not be abused. If a student has to stay indoors during recess for one week or more, this must be cleared through the office with a physician's excuse.

RELEASED TIME FOR RELIGIOUS INSTRUCTION DURING THE SCHOOL DAY (po5223)

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

A. student's parent or guardian gives consent in writing;

B. sponsoring entity maintains attendance records and makes them available to the District;

C. sponsoring entity provides and assumes liability for the student; and

D. student assumes responsibility for any missed school work.

Transportation of students to and from released time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board, its members, and employees are immune from liability for any injuries arising from transportation to and from released time instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in, the provision of religious instruction.

The District shall collaborate with a sponsoring entity to identify a time for religious instruction to be offered during the school day. Students shall not be excused from a core curriculum subject course to attend released time instruction. The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State-approved learning standards. Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

SCHOOL PROPERTY, CARE OF

We at Springfield Local are proud of our schools and it is the duty of all to help keep our school in excellent condition. Students are asked to adhere to the following:

1. Keep the halls, lavatories, and school grounds free of all waste paper - use provided containers.
2. No marking of school furniture, walls, or doors.
3. Keep off all lawns when coming to and from school.
4. Do not tamper with fire alarms, fire extinguishers, or electrical systems.

SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence. *See school website for remainder of policy*

TEXTBOOKS/LIBRARY BOOKS

Textbooks are loaned to students. Students must assume full responsibility for the careful use of them. If books are defaced in any way, students will be charged. If the book is badly damaged or ruined, the complete cost of the book will be required. (Teachers will check the books in September and June for damages.)

Full Charges Will Be Made For Books:

a. Water soaked so badly that the pages are crinkled.
b. Books with several pages and/or the cover damaged.
c. Books with several pages missing which were in good condition when received.
d. Failure to return a book.

Partial Charges Will Be Made For Books:

a. Pages mutilated.
b. Stained, dirty markings on pages and edges.
c. Ink spots on pages, edges or cover.

All books should be covered with a book cover to ensure better care of the textbooks. To cover the cost of the consumable materials, the Springfield Local Board of Education has approved a fee of **$20.00 per student.** This is payable at the beginning of the school

year. Waivers are available for those who meet the criteria. You may call the school to get more information. Report cards will be withheld until student fees are paid.

VACATION

Students who are withdrawn by their parents to go on vacation will be required to make up any class work they miss during their absence. Please attempt to schedule vacations during school breaks, as it is important for students to be in school. A written notice must be provided to the office one week prior to the vacation.

VISITORS

All visitors must report directly to the office upon arrival. You will be asked to provide your license to obtain a visitor's pass to enter the building. It is our policy that students are not permitted to bring friends or relatives to school as a guest unless prior permission is granted by the school principal. Parents are always welcome, but must make an appointment to see a teacher, the principal, or visit their child's class so as not to disrupt the learning environment.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Obtain appropriate form from the office.
2. Return all school books and property, and make certain all fees are paid

GENERAL INFORMATION

ART

Students are exposed to a variety of activities enhancing their creative growth. Classroom teachers include art as part of their weekly curriculum.

BUS SAFETY REGULATIONS

It is always good to know what we are supposed to do and what is expected of us, particularly in regard to riding school buses to and from school. Only with complete cooperation of students, parents, and bus operators can we have a satisfying and successful school year.

These guidelines should be followed:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students shall wait in a location clear of traffic and away from the bus stop. When dropped off, students must go directly to their driveway.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Load and unload from the bus at its designated stop only.
5. When boarding the bus, students must wait for the signal of the driver to cross the street if doing so.

6. Students must go directly to an available or assigned seat.
7. Students must remain seated, keeping aisles and exits clear. Students are not permitted to change seats.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Noise on the bus should be kept at a MINIMUM.
10. Students must not use profane language either written or verbal.
11. Students must refrain from eating and drinking on the bus except as required for medical reasons.
12. Students must not use/possess tobacco on the bus.
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
14. Students must not throw or pass objects on, from, or into the bus. Students must not hang any object outside the bus window.
15. Students must carry on the bus only objects that can be held in their lap.
16. Students must not put head or arms out of the bus window.
17. Students must not mark, deface, or damage school bus seats or equipment.
18. Students should go directly and promptly to the bus when dismissed from school.
19. There shall be no running or pushing during a loading or unloading operation.
20. Students must remember to never stand behind a bus.
21. Students must leave or board the bus at locations to which they have been assigned.
22. Bus drivers must maintain a time schedule and shall not wait for students unless the driver is ahead of schedule.

Any child who chooses to misbehave may be denied the privilege of riding the bus by proper authorities. Our bus drivers need and desire your cooperation, thus permitting their full attention to the task of transporting all children safely.

Cameras are installed on all buses to monitor behavior.

BUS CONDUCT RULES, STUDENT

A discipline code for misconduct on the school bus shall be strictly enforced. Disorderly conduct or refusal to submit to the authority of the school bus driver may be sufficient reason for immediate suspension of school bus transportation privileges Endangering the safety and welfare of others on the school bus by distracting the school bus driver will not be tolerated and will result in discipline.

The policy for misconduct on the school bus shall be as follows:
FIRST OFFENSE - DRIVER TALKS TO STUDENT
SECOND OFFENSE - DRIVER WILL WRITE A CONDUCT REPORT AND SUBMIT TO PRINCIPAL. A COPY SHALL BE MAILED TO PARENTS.
THIRD OFFENSE - POSSIBLE SUSPENSION FROM BUS
FOURTH OFFENSE- SUSPENSION FROM BUS

A severe infraction may result in immediate suspension from the bus, possibly resulting in permanent exclusion.

CAFETERIA POLICIES

Politeness, courtesy, and consideration for others are characteristics of a well-mannered child. Students reveal their character by their actions in the cafeteria.

Based on present operations of our cafeteria, the students have the ability to pay on a daily basis or to put money in their account for lunch and snacks. Parents can also do this online. The price of lunch, including milk, is $3.25 per day and milk bought separately is 60 cents per carton. Reduced lunch is 40 cents. Kindergarten is not eligible for snacks.

All students have the opportunity to have breakfast at no cost.

As an act of service and consideration for all, students are asked to please observe the following regulations:

1. If you do not have a lunch or lunch money, tell your teacher when school begins.
2. Parents may make arrangements with the cafeteria to pay in advance for lunches.
3. Students may not purchase a snack if attempting to charge lunch.
4. Be patient, quiet and polite while waiting in line. Fill the tables as directed and move cautiously to your seat.
5. Once in the cafeteria, no one is permitted to go back to the classroom.
6. If something is spilled on the table, or dropped on the floor, please clean it up or bring it to the attention of the supervising teacher.
7. Throwing any food or paper around the cafeteria will not be tolerated.
8. If an emergency should occur, please ask the supervising teacher for assistance.

MEAL CHARGE POLICY

Students in grades K-4 on paid or reduced-price status will be allowed to charge 3 lunches. This charge balance is the responsibility of the parent/guardian and must be paid upon notification. No ala carte items are eligible for charging. The Springfield Local Schools Food Service Department will be responsible for maintaining charge records, and notifying the parent/guardian of outstanding balances and the need for payment via telephone or written documentation. This gives families the opportunity to pay the balance due and load funds on their child's meal account or send money in to school for future lunch or ala carte purchases.

Once a student has incurred the maximum in meal charges, they will be given an alternate lunch consisting of a cheese sandwich, fruit, and milk. They will incur a reduced charge at that time. Students may not charge or purchase ala carte items until the student lunch charges are paid in full.

If you feel that you may qualify for free or reduced meal status, go to the food services webpage on the school website for more information and a link to the free/reduced meal application.

CELL PHONE POLICY (po5136)

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions. The superintendent shall establish administrative guidelines in relation to this policy.

Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for theft, loss or damage to cell phones or ECD/ESD brought onto its property..

The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited. Except as authorized under this policy, use of a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The use of cell phones, ECD/ESD, or any audio or video recording device in locker rooms or rest rooms is prohibited.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD

COMPUTER TECHNOLOGY IN OUR SCHOOL

There are computers in every classroom with a centralized printer. We have Internet access in each classroom and an Authorization Form must be on file in order for students to have Internet access. Our Board Of Education and PTO continue to be very supportive by supplying peripherals and furniture for these computers. The primary purpose of the program is to expose students to basic computer skills, and to enable them to gain further knowledge and expand their understanding of the computer in this present era of changing technology. Teachers, including the specialists, incorporate technology into their classroom for the benefit of the children. Professional development continues to provide teachers with the necessary tools to utilize this technology in their lessons for student improvement.

FUNDRAISING

Fund raising projects are under the direction of the Springfield Local PTO and under the approval of the principal and the superintendent.

GRADING SCALE

Elementary Grading Policy:

90 - 100	A
80 - 89	B
70 - 79	C
60 – 69.	D
0 - 59	F

**Some subjects and specials will receive a grade of O, S, or U.

HANDBOOK GUIDELINES

The guidelines outlined in this Parent-Student Handbook were designed for the ultimate safety and well-being of every student. Students are expected to follow these guidelines along with other rules and regulations of our building and individual staff members which may not be listed in the handbook.

HEALTH SERVICES

Students becoming ill during the school day should report to the office. If there is a necessity to go home, the parents will be notified by school personnel.

INTERPRETATION OF GRADES

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for this purpose:

A = The student is more than meeting the demands of the teacher. His/Her work is on time. The work is of superior quality. It shows mastery of the subject matter. He/She has the ability to carry the job through, and exerts a positive influence on the class.

B = The work is better than average quality and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

C = He/She does the required work satisfactorily. The work is generally on time and is of average quality. The student is showing achievement.

D = The student is not doing all of the assigned work. He/She tends to be dependent on others, is inconsistent and uncertain. Work is below average but shows some evidence of growth.

U = Underachievement, with little growth taking place. Lack of interest and unsatisfactory work, not acceptable at grade level.

LOST AND FOUND

There is a lost and found bin in the hallway across from the office. If a clothing item or hat, gloves, etc. is lost, please check this bin. Smaller items of value – rings, glasses,

necklaces, etc. are to be turned in to the office. At the end of the school year unclaimed items are donated to a charity.

MEDIA CENTER

Our Media Center gives the students a comprehensive learning environment, which will supplement the classroom situation. The library automation system has a two-step process for notifying patrons about overdue library books. First, a notice will say OVERDUE. This is a reminder that the due date has passed. No fines are assigned until the book is scanned back into the system. Once an overdue book is scanned back into the system, the computer calculates the fine based upon the number of days that the book was kept out beyond the original due date. The note will then say FINE to denote the late charges assigned. This automation program was developed in France, and therefore, the dates on the late notes are different and written as year, month, day. For example, 15-12-10 means 2015-December-10th.

MUSIC

The three main areas of the music curriculum are: concepts, expression, and skills. Three music programs are presented each year. All programs will be presented at the Intermediate Auditorium. Fourth Grade students also study and play ukeleles as part of their music curriculum culminating with a "ukelele concert" held at our school in the spring.

PHYSICAL EDUCATION

A healthy body contributes to a healthy mind. Therefore, students participate in activities which promote physical, as well as, academic and social development.

READING

We follow The Science of Reading recommendations to improve upon the students' reading achievement. The science of reading encompasses several key components that are crucial for effective reading instruction. These components include phonemic awareness, phonics, fluency, vocabulary, and comprehension. These five pillars, identified by the National Reading Panel, are essential for developing strong reading skills.

RECESS RULES, INDOOR

1. Stay in your classroom.
2. No fighting is allowed.
3. No pushing or shoving.
4. No running in the building.
5. Students should treat each other with respect and courtesy.
6. Please use inside voices.

RECESS RULES, OUTDOOR

1. When whistle is blown, line up quickly and quietly in appropriate lines without talking.
2. No tackle football on any school grounds.
3. No pushing or shoving on any school grounds.
4. Fighting will not be tolerated.
5. Students are not permitted to climb or hang on the fence.

REPORT CARDS

Report cards are issued at the end of each quarter or nine-week session. Report cards are issued approximately one week after the end of each grading period. This schedule may be found on page four of this handbook.

RESTROOMS

Students are expected to keep restrooms clean. They are not to linger there, write on the walls, or damage the facilities in any manner.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. In the event of a 2 hour delay, school will begin at 10:35 and dismissal will be at the normal time of 3:15. School closing or delayed starting time will be announced/listed on the internet over local radio and television stations. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session.

SUPPLEMENTAL SERVICES, TITLE I

Students in Grades Kindergarten through 4 will receive additional support from our Supplemental Service Tutors. This service is provided to help students who are experiencing problems in pre-reading or regular reading skills. Students are admitted as a result of achievement testing. The tutors and classroom teacher work together to meet the needs of the student.

VALUABLES

Please discourage children from bringing anything of value to school. Students are not permitted to bring electronic games, electronic communication devices, including but not limited to, cell phones and smart watches, collectable cards, etc. These items will be confiscated and held in the office. The school will not assume responsibility for loss of these items.

RULES FOR TECHNOLOGY USE

1. Springfield Local School District computers are for authorized users only.
2. The use of this computer is a privilege; any misuse will not be tolerated! Do not change the cursor, background, or any Internet or other program settings! Doing so may result in loss of computer privileges and detention, suspension, or expulsion! This computer is not to be used to play games or listen to music. Do

not download and/or install any files or software without explicit instructions from a teacher.

3. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.
4. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
5. Students shall not damage or alter any computer hardware or software and/or related technology equipment (digital cameras, printers, etc.).
6. Students aiding teachers are restricted to using only the program selected by the teacher.
7. Students shall not attempt to establish computer contact with restricted computer software or unauthorized databases.
8. Abusive language, vulgarity, profanity, sexual innuendo, obscenity, or other inappropriate language (including quoting another source) is strictly prohibited.
9. School computers are to be used only for educational purposes.
10. E-mail may be read or sent any time beyond class time and messages should not be meaningless or retaliatory. Messages relating to, or in support of, illegal activities will be forwarded to the authorities.
11. Every student must have a signed acceptable use policy on file in the school media center before using computers.

PENALTY FOR MISUSE OF TECHNOLOGY

The penalty for misuse of technology may include, but is not limited to, the loss of computer privileges and detention, suspension and/or expulsion.

NOTICE OF PARENTS' RIGHT TO KNOW

RE: Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by providing a written request, email is acceptable, with the following information to the building principal:

Child's full name
Parent/guardian full name
Address, including City, State and ZIP
Teacher's name

HANDBOOK CONFIRMATION

PARENTS, PLEASE READ AND EXPLAIN ALL RULES AND GUIDELINES TO YOUR CHILD/CHILDREN. ONCE YOU HAVECOMPLETED THIS TASK, PLEASE SIGN THE BOTTOM PORTION OF THIS PAGE AND RETURN IT TO YOUR CHILD'S TEACHER BY THE END OF SEPTEMBER.

I HAVE READ THE SPRINGFIELD ELEMENTARY PARENT-STUDENT HANDBOOK AND HAVE REVIEWED THE RULES WITH MY CHILD/CHILDREN.

PARENT SIGNATURE_____

STUDENT'S NAME_____

CHILD'S TEACHER_____

DATE_____